



## **JOB POSTING -- Program Manager, Subcontracts (Attorney)**

The Coalition for Humane Immigrant Rights (CHIRLA) is a nonprofit organization founded in 1986. CHIRLA is a California leader with national impact made of diverse immigrant families and individuals who act as agents of social change to achieve a world with freedom of mobility, full human rights, and true participatory democracy. CHIRLA organizes and serves individuals, institutions and coalitions to build power, transform public opinions, and change policies to achieve full human, civil and labor rights. Guided by power, love and vision of our community, CHIRLA embraces and drives progressive social change.

### **POSITION DESCRIPTION:**

The Program Manager, Subcontracts position report to the Director of Programs and Subcontract Administration and will support various programs, subcontracts and administration across the organization. This position will oversee the various aspects related to programs, including contracts, negotiating, drafting and review of contracts, including government contracts, vendor and professional services agreements, events, and fee-for service contracts. This position will oversee, design subcontract agreement based on contractual obligation per CHIRLA's state, county and local contracts including associated subcontracts.

The Program Manager, Subcontracts position will work with CHIRLA's program Director, in the organization to provide legal support across a wide range of legal, regulatory and ethical issues. Additionally, this position will supervise and oversee the work product of the subcontractors and report to the various government agencies and partners.

The Program Manager, Subcontracts must be licensed, and possess a Juris Doctor from a reputable, accredited law school alongside experience with document review projects, and the review of complex, voluminous documents. A professional attitude and strong work ethic are required, alongside strong written and verbal communication skills, exceptional attention to detail, and organizational abilities.

### **RESPONSIBILITIES AND DUTIES:**

- Create, review, negotiate, draft a broad range of contracts and agreements on behalf of the organization including contracts, agreements, and other legal documents subcontracting agreement, service agreements and consulting agreements
- Improve internal legal, compliance, and risk management processes
- Work with the leadership team to develop and execute legal strategies
- Ensure compliance with relevant regulation
- Provide guidance for internal policy creation
- Draft, review, and revise program and administrative related agreements and templates
- Manage contract inventory and serve as internal contract management expert
- Select and implement an electronic contract management system appropriate for and tailored to the organization's needs
- Respond to contract disputes
- Draft policies and procedures
- Assist with contract auditing and provide suggestions to mitigate risks based on auditing results
- Design and deliver trainings for staff members
- Ensure subcontractors are abiding by contract terms





- Examine and evaluate the terms of new contracts and proposals for changes to contracts.
- Assists Director in updating and maintaining a system for identifying and reporting program compliance issues, complaints, concerns, questions, resolution, and follow-up.
- Draft and coordinate responses to identified compliance questions, concerns or federal/state inquiries or investigations, including audits
- Draft, update, and implement compliance program policies
- Represent the Director at meetings and committees

### **SKILLS AND QUALIFICATIONS:**

Qualified applicants for this position should have a record of outstanding academic achievement, superior writing and analytical skills, relevant work experience, participation in law review, journals, clinical legal work, and/or extracurricular activities, and have demonstrated an interest in government contracts law. All applicants should have excellent academic credentials and references.

#### **Required**

- Must have active membership in the California State Bar
- At least four years' experience working at a law firm and/or in-house legal department specializing in contract drafting and negotiation
- Experience with implementing, tailoring and operating an electronic contract management system
- Must have experience working with underserved and diverse populations
- Must have advocacy experience in services for victims of crime
- Must be able to travel to and visit various CHIRLA offices and/or campuses belonging to partner schools for events, audits, meetings and services

#### **Preferred**

- Admitted to practice and in good standing in at least one U.S. state bar (CA. preferred)
- Non-profit tax law experience a plus
- Project, team, or organizational management experience a plus
- Experience working at a non-profit organization or government agency

#### **Desired Traits or Characteristic**

- Strong interpersonal and presentation skills, along with ability to communicate with others at all levels of the organization
- Strong negotiating skills
- Excellent analytical skills
- Excellent oral and written communication skills
- Excellent judgment, high emotional intelligence and ability to maintain confidentiality and act collaboratively
- Proficient in Microsoft Office applications (Word) and Google Apps (Gmail, Google Docs and Drive)
- A high level of integrity and the ability to maintain confidentiality
- Ability to have positive working relationships with staff, members and allies
- Ability to work effectively under pressure with last minute deadlines





- Exceptional skill in comprehension, analysis, and technical writing, including the ability to articulate and explain complex funding and financial issues in a clear, non-technical manner
- Experience collaborating with community organizations in local geographic area
- Highly self-motivated, creative, takes initiative, ability to learn quickly, flexible and able to work as part of an interdisciplinary team of advocates
- Must be flexible to work early morning, evenings and Saturdays during clinical/consultations times as needed
- Must be organized and able to work under pressure and within tight deadlines. Must be able to work efficiently and manage multiple projects at once, which may be at different stages of design and execution
- Proactive nature in using technology and systems to maximize efficiencies with tasks
- Strong commitment to CHIRLA's mission of empowering low-income community groups
- Strong interpersonal skills, including the ability to successfully relate to community residents
- Strong oral and written advocacy skills and excellent organizational skills as well as the ability to work and problem-solve under pressure
- Support CHIRLA's fundraising goals including annual fundraising drive and GALA activities

**JOB TITLE:** Program Manager, Subcontracts (Attorney)

**Salary & Benefits:** \$90,000 - \$95,000

CHIRLA offers a competitive salary based on qualifications and an excellent benefit package, Which includes generous time off benefits, 401K Plan, health, dental and vision plans

**FLSA Classification:** Exempt/Salaried, full-time, regular

**Classification:** CHIRLA recognizes a staff bargaining unit affiliated with AFSCME District Council 36. This position is **not** included in CHIRLA's bargaining unit and covered under the terms of the collective bargaining agreement.

**COVID-19 Requirements:** CHIRLA requires all new employees to be fully vaccinated against COVID-19 or submit weekly negative test results

**REPORTS TO:** Director of Programs and Subcontract Administration

**CLOSING DATE OF THIS POSITION:** Position will remain open until filled

**LOCATION:** Compton Branch Office





# CHIRLA

Coalition for Humane  
Immigrant Rights

CHIRLA is an equal opportunity employer and makes employment decisions on the basis of merit and administers all terms and conditions of employment, including recruitment, appointment, promotion, compensation, benefits, transfers, training and educational opportunities without regard to pregnancy, childbirth or related medical conditions, genetic information as defined by the Genetic Information Nondiscrimination Act, race, religion or religious creed, color, gender, gender identity or expression, national origin or ancestry, physical or mental disability, medical condition, marital status, registered domestic partner status, age (40 or older), sexual orientation, HIV/AIDS status, pregnancy or pregnancy-related disability, military or veteran status or any other basis protected by federal, state or local law or ordinance or regulation. **All such discrimination is unlawful.** It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics. All such discrimination is unlawful.

**To apply, submit cover letter, resume and references to: [jobs@chirla.org](mailto:jobs@chirla.org)  
Subject Line should read: Program Manager, Subcontracts (Attorney)**

