

Justice for Our Neighbors – Nebraska

POSITION TITLE: Rural Capacity Building Operations Manager and Evaluation Coordinator
REPORTS TO: Operations Manager
WORKSITE: Omaha, Nebraska

ORGANIZATIONAL DESCRIPTION: Justice for Our Neighbors – Nebraska (JFON-NE) is a non-profit organization welcoming immigrants into our communities by providing high-quality legal services, education, and advocacy. JFON-NE is part of the national JFON network.

JFON-NE is an equal opportunity employer. JFON-NE does not discriminate on the basis of race, color, national origin, ethnic background, religion, gender, sexual orientation, age or disability.

POSITION DESCRIPTION: The Rural Capacity Building (RCB) Operations Manager and Evaluation Coordinator is responsible for overseeing the day-to-day operations of the Rural Capacity Building program and ensuring connectivity among its offices. This position will also oversee evaluation of the RCB program to ensure its meeting its objectives and identifying avenues for improvement. Key program areas include providing direct immigration legal services to low-income immigrant community members in rural Nebraska; working with rural communities in identifying their local needs for capacity-building; and providing education, advocacy and representation support to facilitate growth toward community identified goals for rural community inclusion.

This is a full-time position based out of JFON-NE's Omaha office, but frequent travel throughout the state is required.

MAJOR DUTIES:

- Provide support and oversight of the coordination of the RCB offices.
- Oversee set up of JFON-NE's rural offices and facilities.
- Develop and manage relationships with community partners across the state of Nebraska.
- Work in coordination with the RCB program staff in the hiring, supervision and professional development of the office staff.
- Manage the non-legal day-to-day operations of the rural offices.
- In coordination with the Director of Operations, contribute to the development and implementation of organizational strategies, policies and practices, including those that may be needed for rural offices.
- Coordinate evaluation practices for program creation, implementation, and impact.
- Work regularly across the community, county, and state, establishing key positive partnerships and representing the organization and the immigrant community.
- Serve as JFON-NE's representative on Rural Capacity Inclusion Partnership (RCIP) team for implementation of evaluation tools to assess program objectives.
- Contribute to RCIP efforts to design data collection tools, collect data, and interpret and share results.
- Oversee the implementation of the evaluation tools in JFON-NE's RCB program.
- Develop recommendations for JFON-NE optional capacity-building activities.
- Other duties as assigned.

QUALIFICATIONS:

- Bachelor's Degree required.
- Must have at least 3-5 years of non-profit work experience, preferably in organizational leadership.

- Experience in the oversight, growth and evaluation of operations of an organization and its programming.
- Demonstrated ability to cultivate and maintain relationships with a variety of stakeholders.
- Experience working and/or living in a rural community preferred, but not required.
- Ability to effectively communicate in Spanish is preferred, but not required.
- Ability to work independently, assess priorities, take initiative, handle multiple assignments, and meet deadlines.
- Ability to create a healthy, inclusive work environment.
- Demonstrated commitment to working in immigration or related areas preferred.
- Excellent oral, written and analytic skills.
- Ability to work sensitively with a staff having diverse personalities, lifestyles, cultures, and faiths.
- Strong commitment to public interest legal services.

APPLICATION:

- Salary range: \$50,000 - \$60,000 based upon experience
- Please send resume, cover letter, and references by email to Sanjuanita Jaimes at sanjuanita@jfon-ne.org
- Position will remain open until filled; preferred start in January of 2018.