



Director of Operations

The Migrant and Immigrant Community Action Project (MICA Project) is a community organization committed to working with low-income immigrants to overcome barriers to justice. The MICA Project utilizes legal services, organizing, advocacy, and education to promote the voice and human dignity of immigrant communities.

Essential Duties and Responsibilities:

- Accounting
 - Coordinating with off-site bookkeeper and accountant
 - Oversee compilation of receipts, transaction statements, etc.
 - Oversee weekly bank deposits
 - Pay bills (accounts payable)
 - Coordinate preparation of annual Form 990 by accountant
- Grant Management
 - Develop grant tracking systems.
 - Assist in grant-writing and submission of grant applications and reports.
 - Assist in compiling of data.
 - Attend grant meetings, site visits, etc.
- Human Resources
 - Communicate with payroll company, as needed.
 - Manage communications with insurance broker, retirement account company, etc.
 - Participate in staff reviews.
- Fundraising
 - Work with the Board of Directors to plan and implement fundraising events.
 - Participate in annual year-end fundraising appeal letter mailing.
 - Participate in the mailing of annual donor tax letters.
 - Manage donor database and donor relationships.
- General Office Management:
 - Make purchase/ lease decisions regarding office equipment and services (phones, internet, copier, etc.)
- Community Outreach
 - Coordinate requests to appear or speak at events
- Volunteer Coordination:
 - Coordinate the hiring, schedules, and training of undergraduate interns.
 - Assist in the supervision of JD and MSW interns.
 - Coordinate referral of cases to volunteer attorneys (project will probably be ending)

Education, Experience & Certifications:

- Preferred Experience: 2-5 years of experience with nonprofit management tasks.

- Experience in a multi-cultural setting or familiarity with multi-ethnic cultures is preferred.

Required Skills & Abilities:

- Excellent verbal and written communication;
- High level of interpersonal skills and cultural sensitivity;
- Ability to work in a diverse environment;
- Capacity to work both independently and as a member of a team in a fast-paced environment;
- Ability to prioritize and manage multiple tasks simultaneously and meet deadlines;
- Strong collaboration and facilitation skills to establish and maintain good relationships with colleagues and partners.

Annual Salary & Benefits:

Starting annual salary is \$45,000. Benefits include paid vacation leave and PTO, health and dental insurance coverage, retirement account, and professional development opportunities.

Application:

Please send a cover letter, resume, and 3 references with contact information to katiemeyer@mica-project.org.