

Job Announcement – MSAS Director of Program Administration

POSITION: Michigan Statewide Advocacy Services (MSAS) is seeking applicants for a Director of Program Administration. MSAS seeks an experienced and collaborative individual with a background in management and administration of a legal services program. The Director of Program Administration will report to and support the MSAS Executive Director with the overall administration and operation of MSAS. The Director of Program Administration will assist the Executive Director in providing direct support to the Program Directors within MSAS. While the Director of Administration will be required to have a legal background, they are not expected to carry a caseload.

DESCRIPTION OF PROGRAM: Michigan Statewide Advocacy Services (MSAS) is a non-profit law firm providing free legal services to Michigan's residents with low-income, Michigan's immigrant communities, and older adults through its statewide programs: Michigan Poverty Law Program, Michigan Legal Help Program, Michigan Immigrant Rights Center, Michigan Elder Justice Initiative, and Crime Victims Legal Assistance Project. MSAS is administered by the Michigan Advocacy Program (MAP).

Michigan Advocacy Program (MAP) is founded on the belief that equal justice is a right, not a privilege. MAP's mission is to advance the safety, independence, and economic stability of those most affected by poverty, racism, and other structurally oppressive systems by increasing access to justice and working for systemic solutions. MAP is committed to anti-racism in all aspects of our work and has an active Diversity, Equity, and Inclusion committee. Visit miadvocacy.org for more information.

RESPONSIBILITIES: The duties of the Director of Administration include, but are not limited to, the following:

- Working with the Executive Director and the Chief Financial Officer in understanding the program budget and actuals and working with the MSAS Program Directors to maintain sustainable budgets.
- Work with the Executive Director, MSAS Program Directors, MAP's Executive Director, Chief of Operation Officer, and Chief Financial Officer to ensure compliance with and reporting on grant conditions and obligations; develop and review program systems

relating to the delivery of services (e.g. priorities, outreach, intake systems, case and file management policies, systems relating to compliance and restrictions).

- Work with the Executive Director, MSAS Program Directors, and MAP's Chief of Operation Officer with personnel issues, including hiring, evaluation, and discipline.
- Work with MAP's General Counsel and the MSAS Executive Director on legal and contract matters.
- Perform other duties as may be assigned by the Executive Director.

QUALIFICATIONS:

- Juris Doctor and licensed (or eligible to become licensed) to practice law in Michigan.
- Minimum 7 years legal experience.
- Minimum 7 years' experience in supervision of legal work and program administration.
- Must demonstrate a high level of understanding around legal services for low-income individuals and communities and have experience in delivering legal services to low-income persons.
- Previous management and administration of a legal services program, and experience with managing a multi-office structure is highly preferred.
- Commitment to MAP's mission to advance the safety, independence, and economic stability of those most affected by poverty, racism, and other structurally oppressive systems by increasing access to justice and working for systemic solutions.

BENEFITS: This is a full-time position with a salary starting at \$95,000 based on years of relevant experience. MAP offers a generous benefits package including life, short- and long-term disability, health, vision, dental and flexible spending accounts. If an applicant does not require health benefits, they have the option to take an annual \$1,500 payout in addition to the base salary paid over the course of the year. MAP also has a generous leave policy allowing staff to accrue 3 weeks paid vacation the first year and 15 paid holidays, as well as a 401K retirement plan including employer match for eligible staff after 6 months of employment. MAP is a qualifying employer for Public Service Loan Forgiveness.

TO APPLY: Please complete [this](#) application and submit your resume and cover letter. You can also access the application by copying and pasting the following web address into your browser: <https://miadvocacy.bamboohr.com/careers/141>. Applications will be reviewed on a rolling basis until the position is filled.

MSAS/MAP is an equal opportunity employer committed to diversity and inclusion in the workplace.