Introduction:
Las Americas is a nationally known immigrant advocacy center dedicated to providing high-quality legal services to disadvantaged socio-economic immigrants and asylum seekers from around the world. Based in El Paso, Texas, this 501(c)3 non-profit was founded in 1987 by two El Paso human rights activists, Ruben Garcia and Delia Gomez, co-founders of Annunciation House, who recognized an unmet need to provide legal services for a large influx of Central Americans fleeing their countries in the 1980s in search of refuge. By the mid-1990's, Las Americas began assisting women and children detained by the INS through its Justice for Women and Children Project and representing battered undocumented women under the Battered Immigrant Women Project. Today the organization has a threefold focus: 1) Las Americas Mexico, which works with migrants subject to U.S. policies and practices that either deny them entry into the U.S. to ask for asylum or force them back into Mexico; 2) Community Migrant Advocacy Program, which includes naturalization, crime victim services, VAWA services, and DACA services, among others; and 3) the Detained Deportation Defense Program, which serves asylum seekers and other migrants currently being held in CBP and ICE detention.

Since its founding, Las Americas has served nearly 50,000 persons, while advocating for a robust asylum system, working to reunify separated families, and calling out abusive immigration practices. Yet, despite the increasing migration crisis and legal needs of those arriving at the El Paso ports of entry seeking asylum, Las Americas continues to be one of the few non-profit legal service providers assisting low-income immigrants in this border region.
Position Overview:

Succeeding a passionate and dedicated Executive Director who ensured the organization’s solid foundation for years to come, the new Executive Director will step into an exciting opportunity to lead Las America’s efforts to restore humanity to the U.S. asylum and immigration systems. The Executive Director will lead and be supported by a dedicated and diverse team fiercely committed to advocating for justice for immigrants and asylum seekers. From staff to volunteers to its board of directors, Las Americas boasts a team that is fully onboard with its mission. The Executive Director will be part of this mission while working at the forefront of the challenges of our current immigration system and experiencing firsthand the realities at the U.S.-Mexico border. Since Las Americas is grounded in El Paso, the Executive Director will have an opportunity to work on local border policy and practices as well as national.

The Board of Directors shall hire the Executive Director.

Essential Duties and Responsibilities:

The Executive Director will be responsible for the following:

- **Being on the forefront of advocacy** - The Executive Director will participate in public presentations (written/verbal), build coalitions and collaborative relationships with other organizations interested in helping immigrants, engage in communication (verbal/written) with multiple stakeholders including elected officials and their staff in a bipartisan way, maintain open, transparent, and trauma-informed communications with the public, the media, potential donors, and any other stakeholders. The Executive Director will also facilitate client relations in problematic/high-profile cases.

- **Maintaining financial health of the agency** - The Executive Director will participate in grant writing and grant report writing, including the search for new, potential funding sources. The Executive Director may outsource grant writing, if the budget allows for it, but will still maintain oversight over grant writing. **Fundraising, including the coordinating of at least one annual fundraising event, other fundraising campaigns and keeping in touch with donors.** The Executive Director can outsource fundraising, if the budget allows for it, but will maintain oversight of fundraising. The Executive Director must ensure that funds are growing on an annual basis. **Financial Management, including oversight of**
bookkeeping, tax paying, and overseeing the independent annual accounting audit. The Executive Director can outsource bookkeeping if the budget allows for it. The Executive Director will also maintain appropriate insurance coverage for the organization, contract with vendors, service providers, and/or equipment distributors, and safekeep and dispose of records properly.

- **Fostering a diverse, supportive, positive, and inclusive work environment** - The Executive Director will be responsible for staff hiring and management of Human Resources. The Executive Director will promote a trauma-informed, diverse, and positive socio-cultural climate within the workplace to ensure that all staff members feel valued, supported, and are thriving. The Executive Director will engage in quality control on Las Americas’ staff productivity through regular qualitative review.

The Executive Director works with Las Americas’ Board of Directors to enable the Board’s governance function and ensure its long-term sustainability through fundraising efforts both in the community and nationwide. The Executive Director will act as a liaison between the Board of Directors and staff.

**Required Skills and Qualifications:**

The Executive Director must have experience relevant to the needs and specific challenges of the migration, refugee, and/or asylum process, combined with an empathetic understanding of the root causes of migration. He/she/they must be able to navigate on-the-ground needs in the El Paso-Juarez border community with the far-reaching challenges of this current political environment. Because of the diverse challenges of the political landscape and its effects on immigration and the asylum process, the Executive Director must have excellent judgment, be able to negotiate effectively, communicate with a bipartisan stance, and build relationships in all arenas. Since the organization thrives on donations and grants, effective fundraising experience is also necessary.

The ideal candidate will possess the following:

- Demonstrated commitment to serve
- Personal interest and knowledge on immigration issues
- Experience with non-profit organizations
- College degree or relative equivalent experience
- Financial management knowledge/experience (taxes, budget, payroll)
- Strong organizational and administrative skills
• Knowledge of Trauma Informed Communication
• Technology literacy in software and databases
• Strong written and oral communication skills
• Public speaking
• Community outreach ability
• Spanish fluency preferred but not required

Benefits:

A minimum salary of $100,000 will be provided to the successful candidate, commensurate with experience. The applicant must be willing to relocate to El Paso, Texas.

• Health Insurance Benefits paid at 75%
• Flexible work environment
• Paid time off, includes personal, sick, vacation and all federal holidays.

To Apply:

Send resume, cover letter and 3 references to board@las-americas.org

We encourage applications from women, people of color, and bilingual and bicultural individuals, as well as members of the lesbian, gay, bisexual, and transgender communities. Las Americas Immigrant Advocacy Center is an equal opportunity employer and offers equal employment opportunities in recruitment, selection, and advancement with no regard to race, cultural heritage, nationality, religion, age, sex, sexual orientation, marital status, physical or mental disability, political affiliation, or any other status protected under the law.