



Interim Deputy Director

THREE MONTH CONTRACT POSITION

Immigrant Alliance for Justice and Equity

Full Job Description

Who We Are:

The Immigrant Alliance for Justice and Equity a nonprofit organization formed in 2019 to educate, empower, and organize immigrant communities in Mississippi. Through popular education and grassroots community organizing IAJE provides much-needed information to immigrant communities in MS. For more information, visit www.iajems.org.

Job Title and Description:

IAJE is growing at a rapid pace, and we need great talent to join our team. As of right now, we are looking to hire a **Temporary Interim Deputy Director** with the potential to become a Permanent member of the IAJE team. The Deputy Director will work closely with the Executive Director to meet all IAJE needs. The Deputy Director will report directly to the Executive Director. The Deputy Director will oversee all nonprofit finances, human resources, grants and other duties that may arise.

Essential Responsibilities:

- Report directly to the Executive Director
- Upon the Executive Director's absence, the Deputy Director will manage IAJE's daily operations.
- Act as a liaison between the Executive Director and other members of the IAJE team
- Collaborate with the Executive Director on goals for IAJE and operational plans for IAJE.
- Enforce and Enhance IAJE business operations policies, security, and safety procedures.
- Facilitate efficient and accurate flow of information to and from the Executive Director as needed.
- Implement and document accounting policies.
- Identify best practices and improve any IAJE systems to better prepare for the future.
- Other duties as assigned.

Essential Qualifications

- Strong commitment to social justice, racial justice, and immigrant empowerment.
- Sensitive and compassionate to the needs of immigrant and Indigenous communities and their experiences.
- Shares IAJE's ideals, strategies, and beliefs in achieving racial justice, liberation, and building self-sustainable communities by immigrant and indigenous Mississippians.

- Strong desire in achieving racial justice, liberation of and for immigrant and indigenous communities, and abolishing ICE.
- Strong interpersonal and team-building skills.
- Comfortable and respectful in working alongside and following the leadership of immigrant and Indigenous communities.
- Champion the rights of the working class of all immigrants and indigenous people. ▪
- Does not subscribe to respectability politics.
- Ability to energize, inspire, and move people to action.
- Strong, engaging facilitation skills with community leaders that inspires and is interactive. ▪
- Excellent ability to track, record and maintain data.
- Computer proficiency
- Excellent attention to detail and follow-through.
- Ability to prioritize and balance multiple tasks and projects.
- Excellent communication skills, both written and oral.
- Excellent problem-solving and organizational skills.
- Proficiency in Google Suite
- Mississippi driver's license, insurance, and regular access to a reliable vehicle. ▪
- Available to work flexible hours, including occasional evening and weekend events.

Required Qualifications

- At least five years working in a financial setting or position.
 - At least five years working with Immigrant Communities and Supervising experience. ▪
- Bilingual

Work Environment

The position will be in IAJE's Jackson, MS office. Our offices are shared among several employees.

How to Apply

Send your resume, and a cover letter demonstrating your interest and qualifications to admin@iajems.org with the subject line "Deputy Director – Your Name."

Equal Employment Opportunity and Accommodation Statement

The Immigrant Alliance for Justice and Equity of Mississippi provides equal opportunity in any employment practice to all applicants and employees. IAJE complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. Inquiries or complaints may be referred to the IAJE, 406 West Fortification St, Jackson, MS 39203. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.