



CSSP Centre for Spanish Speaking Peoples

CGHH Centro para Gente de Habla Hispana

JOIN OUR TEAM

LEGAL DIRECTOR

**CENTRE FOR SPANISH
SPEAKING PEOPLES**

**FULL-TIME
NORTH YORK, ON**

APPLY NOW



2141 Jane St., 2nd Floor. Toronto ON M3M 1A2

T: (416) 533-8545

www.spanishservices.org



CSSSP Centre for Spanish Speaking Peoples
CGHH Centro para Gente de Habla Hispana

BUILD SOMETHING SPECIAL WITH US. MAKE AN IMPACT



WHO WE ARE

The Centre for Spanish Speaking Peoples (CSSSP) is a nonprofit organization in Ontario serving the Latinx/Hispanic community for almost 50 years. Our vision is to create a united, engaged, and prosperous community through engagement and purposeful programs. With a new Executive Director at the helm, and an engaged Board, we are poised for growth and transformation.

MISSION To enhance the quality of life for our community and deliver purposeful services to advance the social and economic integration of our community into the broader Canadian society

VISION To grow a united, engaged, and prosperous community

VALUES Unity, Accessibility, Equity, Accountability, Justice

WHAT YOU GET



A unique opportunity to create a lasting impact



Inclusive and diverse culture



Hybrid work arrangements



Opportunity to grow and develop



A Competitive NFP compensation package ranging between \$113,000 to \$130,000 CAD per year; commensurate with experience, plus group benefits

WHY OUR TEAM LOVES WORKING FOR CSSP



"I enjoy being involved and assisting the Latino community by putting to practice the skills and knowledge gained from my previous experiences"

"I like working at CSSP because I like helping people, specifically Spanish speaking women who have language barriers that prevent them from fully accessing the programs and services offered by the city. Also, helping newcomer women who are feeling the cultural shock and the loss of work, social support, financial hardship, among other issues"

"As a member of CSSP I can help the Latin community grow"



OPPORTUNITY

If you are driven by a desire to serve, transform an organization and grow a community, this is for you. We seek a seasoned leader or someone ready to take the next step in their career. Reporting to the Executive Director, you will have a seat at the table as a thought partner and a member of the Senior Leadership Team and the Legal Committee. This role will lead the legal clinic team, ensuring the needs of the community are met in a strategic, collaborative and client centered manner. This legal clinic promotes access to justice for people with low income, delivering high quality services reflecting our commitment to unity, accessibility, equity, accountability, and justice.

WHAT YOU WILL DO

ORGANIZATION LEADERSHIP

- Work closely with the Executive Director as a thought partner in creating and executing the strategic, operational, financial, and human resource plans for CSSP.
- Collaborate with other directors and teams to create 'One-CSSP' ensuring a seamless client experience regardless of initial needs and subsequent services and programs used.
- Foster high level engagement with the community, volunteers, staff, and the Board; demonstrating outcomes through qualitative and quantitative data.
- Maintain strong and effective relations with community partners by adopting a collaborative, inclusive, respectful, and transparent approach.
- Ensure the Board has all information and resources to fulfill its governance responsibilities.
- Advise the ED and the Board on critical legal matters.
- Commit to creating a diverse, equitable and inclusive culture that promotes a sense of belonging.

LEGAL CLINIC LEADERSHIP

- Overall leadership and operational management of a high-volume legal clinic including consulting with the Executive Director, funders and community members; creative delivery of high-quality legal services; management of staff and caseload.
- Support the development and implementation of organization policies and ensure that any specific to the clinic are in place.
- Ensure smooth operations by adopting best practices and cohesive use of resources.
- Implement effective and efficient internal systems and procedures with documentation.
- Ensure all activities conducted comply with governing regulations, internal policies, and procedures.
- Respond to the trends in the field of social justice and changes in federal and provincial government policies and legislation.
- Initiate continuous quality improvements with recommendations.

PEOPLE LEADERSHIP/ HUMAN RESOURCES MANAGEMENT

- Build and maintain a high-performance team able to deliver on strategic and operational plans
- Create and foster a positive, healthy, safe work environment in accordance with all appropriate legislation and regulations.
- Promote employee and volunteer engagement across the organization.
- Oversee human resources development activities and provide proactive guidance to the senior management team on issues such as forward planning, career development, and performance management.
- Encouraging positive union relations.

FINANCIAL & RISK MANAGEMENT

- Support Executive Director in monitoring all finances, budgets, financial controls, including the annual financial audit.
- Financial reporting for the Board and funders.
- Identify and pursue funding opportunities, community outreach and development work.
- Oversee the development and submission of funding proposals.
- Maintain knowledge of corporate requirements and relevant legislation, advising the Executive Director and Board about major risks.



WHO YOU ARE

- University degree in law (LLB or JD) and membership in good standing with the Law Society of Ontario.
- 3-5 years of progressive management and leadership experience ideally in the not-for-profit sector, including financial oversight, planning, and reporting, and human resources management.
- Community legal clinic or equivalent experience serving low-income clients and vulnerable populations a strong asset.
- Enthusiastic contributor with strong management and leadership experience in directing a team of professional and administrative staff in a unionized environment.
- Knowledge base of housing law, employment law, immigration law, income assistance, social benefits, health and disability.
- Comfortable working with a digital landscape of file management.
- Driven and results oriented with a proven track-record of leading change in previous roles.
- Strong strategic, analytical, problem-solving, and critical thinking skills with demonstrated experience creating and implementing growth plans.
- Excellent and effective communication skills with demonstrated respect for differences of opinion.
- Familiar with completing funding applications and reports, including forming community partnerships and outreach with marginalized communities.
- Bilingual, with an ability to express ideas and opinions clearly and effectively in both English and Spanish
- Ability to understand community issues quickly, thinking strategically and proposing legal solutions that exercise good judgment.
- Ability to ensure all activities conducted comply with governing regulations, internal policies, and procedures with a demonstrated commitment to racial equity and social justice.
- Experience managing multiple case files and representing clients with a high degree of professionalism, initiative, and collaboration.
- Experience working with or on Boards of community-based non-profits.

As an employer, CSSP is dedicated to building an organization that reflects the diversity of our clients and the communities we serve. This includes diversity in languages spoken, culture, race, dis/ability, sexual orientation, and gender identity. We encourage applications from individuals from diverse, marginalized, and racialized communities and backgrounds. CSSP is committed to an inclusive, barrier-free selection process and accommodations are available at every stage of the process, including the submission of an application. If you require accommodations to assist in the submission of your application, please contact careers@spanishservices.org

We thank all applicants, however, only those selected for an interview will be contacted.

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