



Job Announcement

Director of Human Resources and Administration

The **American Immigration Lawyers Association (AILA)** seeks a dynamic, collaborative and results-driven Director of Human Resources and Administration to provide leadership, administration, coordination and evaluation of department operations. As a member of our senior leadership team, your charge is to provide strategic direction and guidance to activities related to creating a collaborative office culture, human resources, payroll, office services, facility, security, insurance, property management and tenant leasing.

Position works collaboratively with executive leadership, department directors and staff across the organization. We're seeking an individual able to serve as a leader and consultant to management on human resources-related issues, act as an employee champion and be an agent of change. We value leaders able to influence strategic and tactical initiatives and successfully drive key HR programs. This role is responsible for determining and providing guidance in developing and executing human resources strategy in support of the overall business plan and strategic direction of the organization, specifically in the areas of talent management, performance management, training and development, and compensation.

Our ideal candidate will have an undergraduate degree (master's preferred) in business, human resources management or related field. SHRM-SCP or SPHR certification is strongly preferred. Position requires a minimum of 7 years progressive experience in human resources, two (2) of which were at a managerial level. Prior experience managing an owner-occupied building is a desired.

Candidates should possess a passion and commitment to AILA's mission and vision, an entrepreneurial spirit; an ability to engage, influence and inspire others; sound judgment; emotional intelligence; excellent problem-solving, negotiation and conflict resolution skills; an ability to coach and mentor diverse levels of talent, strong communication skills, and an ability to develop and maintain strong working relationships with staff and volunteer leaders.

We encourage interested and qualified candidates to send cover letter, resume and salary requirement to: hr@aila.org. Cover letter, resume and desired salary are **required** as part of the application process. Within your cover letter, please respond to the following question: *What action(s) did you take to shape organizational culture in your current or past role?*

To learn more about our organization, visit us at www.aila.org.

Resumes submitted before Thursday, May 11, 2017 receive immediate consideration.

The American Immigration Lawyers Association is an equal opportunity employer regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law.