

Associate Director, Training & Technical Assistance

ABOUT THE CENTER FOR GENDER & REFUGEE STUDIES

The [Center for Gender & Refugee Studies \(CGRS\)](https://cgrs.uclawsf.edu) defends the human rights of refugees seeking asylum in the United States. With strategic focus and unparalleled legal expertise, CGRS champions the most challenging cases, fights for due process, and promotes policies that deliver safety and justice for refugees. We are the trusted partner and proven resource for legal services providers and human rights organizations and bring invaluable data and compelling personal stories to shape the public narrative. Through technical assistance and training, we empower advocates to take on complex asylum cases, providing them with the tools they need to craft winning arguments and secure protections for their clients. We also use strategic litigation to advance sound asylum laws and protect due process rights. And our policy advocacy and education work provides critical expertise to policymakers at all levels of government, leading the movement to honor our commitments to refugees and asylum seekers under U.S. and international law. CGRS is committed to building an anti-racist and anti-oppression organization that lives its values internally and externally.

THE ROLE AND RESPONSIBILITIES

CGRS is seeking a highly motivated individual passionate about refugee rights and attorney professional development to serve in a newly created position—Associate Director for Training & Technical Assistance. The work is national in scope with a focus on matters in California. The position is a dynamic one that will reflect the vision and flexibility of the organization in the changing landscape of attacks on refugee rights. This position may be remote/hybrid; although there is a strong preference for the attorney to reside in California, we will consider candidates from other nearby states as the position will require travel in California.

The Associate Director for Training & Technical Assistance reports directly to the CGRS Director of Training & Technical Assistance. This role will be focused primarily in CGRS's Training & Technical Assistance program but may be involved with other core program areas of litigation and policy advocacy in so far as it relates to training, resource development, or mentorship in the representation of asylum seekers.

Working in close collaboration with the Director of Training & Technical Assistance, the Associate Director for Training & Technical Assistance will be responsible for the following:

- Collaborate with the Director of Training & Technical Assistance and the CGRS Leadership Team in developing the strategic direction of the training and technical assistance programs.
- Collaborate with the Director of Training & Technical Assistance in overseeing the training and technical assistance programs, ensuring excellence and adherence to best practices and creating and maintaining systems to improve effectiveness and cross-team communication.

- Supervise attorneys and other legal staff, holding weekly meetings and conducting annual performance reviews and building team cohesion and professional development.
- Oversee compliance with grants and contracts, including oversight of relevant data collection and tracking, ensuring progress towards deliverables, engaging in budget oversight, reviewing and participating in the proposal and reporting, process, and participating in funder briefings and site visits.
- Design trainings and develop resources for dissemination through CGRS's technical assistance program and mentor and oversee other attorneys and legal staff in doing the same.
- Conduct in-person trainings, webinars, and other presentations for attorneys and other advocates and mentor and oversee other attorneys and legal staff in doing the same.
- Research and write on key legal issues, including practice advisories and training materials, and mentor and oversee other attorneys and legal staff in doing the same.
- Respond to attorney requests for technical assistance at all levels of adjudication, including consulting on legal strategy, reviewing, and providing feedback on legal documents, and performing legal research.
- Develop and maintain relationships with the private immigration bar, pro bono counsel, non-profit immigration practitioners and other stakeholders supporting asylum seekers (e.g., public interest organizations and community groups).
- Represent CGRS in local, national, and international coalitions and working groups.
- Participate in other projects and duties across CGRS' core program areas on an as-needed basis.

REQUIREMENTS

Education and Experience

- JD degree and admission to practice law in at least one state
- At least ten (10) years of progressively responsible affirmative and removal defense experience in asylum and immigration cases, including representation before the United States Citizenship and Immigration Services, Immigration Court, and Board of Immigration Appeals.

**Willing to consider exceptional candidates with less experience*

Knowledge, Skills and Abilities

- Background in the public interest sector and experience with national and local immigrant rights and other coalition partners preferred.
- Experience mentoring and supervising junior attorneys, pro bono attorneys, law clerks, and/or support staff and interns.
- Enthusiasm for attorney professional development and adult learning.
- Experience training, teaching, or presenting on substantive immigration law and practical skills preferred.

- Experience in grant compliance, data collection and tracking and development of program priorities preferred.
- Solid organizational and time-management skills.
- Excellent legal strategy, analysis, drafting, and editing skills, including providing feedback on written work of others.
- Excellent oral communication skills, including in both legal advocacy and broader public communication.
- Proficiency with relevant software programs, e.g., MS Word, Excel, PowerPoint.
- Ability to work independently and within a team.
- High level of productivity.
- Willingness to travel throughout California and nationally.
- Demonstrated commitment to refugee, human rights, and social justice issues.
- Fluency in Spanish a plus.
- Practice before the federal courts of appeals a plus.

SALARY \$122,000

BENEFITS

Health and Welfare Benefits

- Comprehensive medical, dental and vision insurance coverage
- Flexible Spending Accounts for transportation-related, healthcare, and dependent care expenses
- Employee Assistance Program

For Your Financial Future

- Life Insurance, Disability Insurance, and Legal Insurance
- University of California Retirement Plan (a defined benefit plan)
- Deferred Compensation Plans/Pre-tax Retirement Savings Programs

For Your Work/Life Balance

- Fifteen paid holidays per year
- Generous vacation and sick leave
- Commuter Benefits Program

THE HIRING PROCESS

To apply, please [submit a cover letter and resume at this link](#). **CGRS will review applications on a rolling basis and encourages individuals to apply by February 19, 2024.**

Please note: This position has been designated as “sensitive” and requires a pre-employment background check.

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please contact [Human Resources](#) if you require a reasonable accommodation to apply for a job. Examples of reasonable accommodation include making a change to the

application process, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment.

WHAT TO EXPECT

Applicants who meet the position requirements will be competitively evaluated to identify the individuals whose breadth and depth of experience and education most closely relate to the stated requirements and the needs of the College. Not all applicants will be contacted for an interview.

The position is open until filled.

The skills listed above are comprehensive, and we understand there are great candidates who possess only a subset of those skills, or who have other important skills. If you match some of these skills, please do not hesitate to apply.

UC Law SF is an Equal Opportunity Employer. UC Law SF strives to provide a diverse and inclusive educational environment that fosters cultural awareness, mutual understanding and respect. UC Law SF is interested in candidates who will contribute to diversity and equal opportunity in higher education through their teaching. Qualified women and members of underrepresented minority groups are strongly encouraged to apply.