

IMMIGRATION CASE COORDINATOR

Bi-lingual English/Spanish

Northern California Collaborative for Immigrant Justice

(Full-time w/benefits)

Join an organization dedicated to improving our community through programs that provide equal access to legal services. The Justice & Diversity Center (JDC) of The Bar Association of San Francisco currently has an exciting opportunity for an **Immigration Case Coordinator** to become part of our team!

About JDC:

JDC is a non-profit organization that provides free legal services to low-income and indigent individuals through staff and volunteer based services. Each year more than 1,900 volunteer attorneys, interpreters, law students and college students work with JDC staff to serve nearly 8,500 indigent clients. JDC's holistic advocacy approach seeks to address the social service needs of clients in addition to their legal needs.



About the Northern California Collaborative for Immigrant Justice:

The mission of the NCCIJ is to increase capacity and resources at Bay Area non-profit organizations so all detained persons under the jurisdiction of the San Francisco Immigration Court are represented by competent counsel. The long-term goal is to ensure that all persons in detained and non-detained removal proceedings have access to high-quality legal representation, irrespective of their ability to pay for it.

About the Job:

The **Immigration Case Coordinator of the Northern California Collaborative for immigrant Justice** will provide intake and referral coordination of detained immigrants in need of legal representation for the Northern California Collaborative for Immigrant Justice and administer the pro bono Attorney of the Day program for the detained dockets at the San Francisco Immigration Court. The Immigration Case Coordinator will also be responsible for a range of other projects related to the NCCIJ's mission and to support the NCCIJ Attorney Coordinator at the JDC, which will include data analysis and collection, systems design, website design, creating publicity and outreach materials, and developing relationships with other community members and stakeholders.

The successful candidate will have the following:

EDUCATION & EXPERIENCE

- ▶ Bachelor's Degree in the social sciences, including legal studies or an equivalent combination of relevant education, training, and expertise sufficient to perform the essential duties of the position;
- ▶ Experience working with immigrant populations
- ▶ Familiarity with asylum and deportation law
- ▶ Experience in public relations or community partnership building
- ▶ Experience with managing multi-media content or graphic design
- ▶ Experience with data collection, analysis and systems design/management.
- ▶ Experience with Microsoft Excel and Word, LawLogix, MS Access, Adobe Acrobat PDF and/or PowerPoint

SKILLS & REQUIREMENTS

- ▶ Bi-lingual in English/Spanish

- ▶ Excellent oral and written communication skills
- ▶ Ability to multi-task in a high volume, fast-paced environment and independently prioritize with high attention to detail
- ▶ Background serving immigrant populations with immigration law related matters, such as asylum, deportation defense, and other immigration matters
- ▶ Ability to build and maintain relationships with partners of the SFILDC, city government personnel and San Francisco Immigration Judges and Court Staff
- ▶ Ability to be self-directed and work both independently and as part of a team
- ▶ Comfort and interest in exploring new technologies and technological solutions
- ▶ Knowledge of Microsoft Office and LawLogix

Why Work for Us:

We offer a collaborative work environment, a progressive work culture, and a wonderfully diverse staff. Additionally, we are a mission and values based organization.

We also offer a generous benefits package that includes: a choice of medical insurance plans, dental insurance, vision insurance, pretax commuter, health, and dependent care accounts, employer paid short- and long-term disability insurance, life insurance, and a retirement and profit-sharing benefit, and more.

To find out more about JDC, please visit our website at www.sfbar.org/jdc.

To Apply:

Starting salary is competitive with other nonprofits. JDC is strongly committed to diversity and encourages applications from people who can contribute to our diversity.

Please submit your resume and cover letter by **January 31, 2017** to: BASFjobs@sfbar.org (please reference NCCIJ Immigration Case Coordinator in the subject heading) or Human Resources, JDC, 301 Battery Street, Third Floor, San Francisco, CA 94111.

No phone calls please. Due to the amount of resumes we receive each day, we will not be able to respond individually with the status of your application.