



JOB POSTING

IMMIGRATION SERVICES COORDINATOR

Bi-lingual English/Spanish

The San Francisco Immigrant Legal Defense Collaborative

Full-Time

The Justice & Diversity Center of The Bar Association of San Francisco (JDC) currently has an exciting opportunity for an **Immigration Services Coordinator for the San Francisco Immigrant Legal Defense Collaborative (SFILDC)** to be part of the 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. The mission of JDC's Immigrant Legal Defense Program (ILDP) is to increase access to justice and protect the due process rights of low-income and unrepresented immigrants facing deportation. ILDP builds legal capacity and resources in Northern California so agencies are better coordinated and equipped to defend individuals in deportation proceedings in the San Francisco Immigration Court.



About the San Francisco Immigrant legal Defense Collaborative:

The [San Francisco Immigrant Legal Defense Collaborative](#) (SFILDC) is a collective of 15 San Francisco organizations that provide free, high-quality, culturally competent legal services to adults, children, and families in removal proceedings. JDC serves as the SFILDC's legal lead and provides services coordination, legal training, technical assistance, and advocacy support to member agencies. The City and County of San Francisco originally established the SFILDC in 2014 in response to the unprecedented numbers of Central American unaccompanied children and families who were entering the U.S., fleeing violence in their home countries. In January 2017, the City and County of San Francisco expanded the mandate of the SFILDC to represent not only children and families, but any San Francisco resident, detained or non-detained, in removal proceedings before the San Francisco Immigration Court. The mission of the SFILDC is to provide direct legal representation, informed advocacy, and technical assistance to protect immigrants' rights and advance universal access to counsel.

About the Job:

The **SFILDC Immigration Services Coordinator** is housed at the Justice & Diversity Center of The Bar Association of San Francisco under funding provided through the City and County of San Francisco. The SFILDC Immigration Program Coordinator is responsible for several aspects of SFILDC activity including, administration of the Attorney of the Day (AOD) program, Spanish interpretation when needed at the immigration court for Attorneys of the Day, intake and referral of immigrants in need of legal counsel, supporting the efforts of the SFILDC to rapidly respond to enforcement actions of Immigration Customs and Enforcement (ICE), and data collection and data entry of SFILDC case intake and activities.

The Immigration Services Coordinator is otherwise available to support program initiatives, grant deliverables, city-wide relationships, collective advocacy and program development related to the SFILDC's mission. The successful candidate will have the following:

EDUCATION & EXPERIENCE

- ▶ Bachelor's Degree or an equivalent combination of relevant education, training, and expertise
- ▶ Familiarity with Immigration Law, Immigration Court, asylum application, deportation, and immigrant populations

SKILLS & REQUIREMENTS

- ▶ Bi-lingual in English/Spanish
- ▶ Excellent oral and written communication skills
- ▶ Facility with and familiarity with empirical data and interpretation to evaluate the effectiveness of representation
- ▶ Ability to multi-task in a high volume, fast-paced environment and independently prioritize with high attention to detail
- ▶ Ability to be self-directed and work both independently and as part of a team
- ▶ Knowledge of Microsoft Office with Microsoft Excel and Word, MS Access, Adobe Acrobat PDF and PowerPoint; Experience with LawLogix a plus
- ▶ Conduct analysis of data retrieved from the AOD program in both the detained and non-detained dockets to spot statistical and demographic trends
- ▶ Assist respondents with post-court intake and referrals to available service providers, if needed
- ▶ Serve as an English-Spanish interpreter for AODs at the San Francisco Immigration Court, if needed
- ▶ Coordinate data collection and assist with data analysis of clients served by SFILDC
- ▶ Support coordination of emergency response systems for immigrants in SF and regionally
- ▶ Maintain and develop SFILDC/JDC websites, resource bank, and informational materials and monitor content

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 to: BASFjobs@sfbar.org (please reference SFILDC Immigration Case Coordinator in the subject heading) or Human Resources, JDC, 301 Battery Street, Third Floor, San Francisco, CA 94111. The job will remain open until filled.

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.