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|  | JOB POSTING |

ATTORNEY OF THE DAY PROGRAM COORDINATOR

Bi-lingual English/Spanish

Immigrant Legal Defense Program

(Part-time w/benefits)

The Justice & Diversity Center of The Bar Association of San Francisco (JDC) currently has an exciting opportunity for an **Attorney of the Day Program Coordinator** 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.

**About the Immigrant Defense Program:**

The mission of the Immigrant Legal Defense Program is to increase legal capacity and resources in Northern California so all detained and non-detained persons under the jurisdiction of the San Francisco Immigration Court have access to competent counsel.  Currently, the Immigrant Legal Defense Program consists of five different immigration projects, all focusing on increasing legal representation for immigrants in Northern California. First, it includes the Pro Bono Attorney of the Day (AOD) Program at the San Francisco Immigration Court, which provides volunteer immigration attorneys to assist unrepresented immigrants in removal proceedings. Second and third, the Immigrant Legal Defense Program provides leadership and coordination roles within two separate removal defense collaboratives, the San Francisco Immigrant Legal Defense Collaborative (SFILDC) and the Northern California Collaborative for Immigrant Justice (NCCIJ). Fourth, the program also provides coordination of referrals via the Immigration Court of Santa Clara County residents to appropriate agencies in the South Bay. Each of these collaborative efforts seeks to increase legal representation to unrepresented immigrants in removal proceedings on the non- detained, detained and juvenile dockets at the San Francisco Immigration Court.

Fifth, the Immigrant Legal Defense Program at the JDC also provides Rapid Attorney Response Coordination as part of two partnerships in the event of immigration enforcement actions. As part of its role within SFILDC, the JDC works in partnership with the Rapid Response Network to coordinate rapid response services in San Francisco. In addition, the JDC is working separately with the American Civil Liberties Union of Northern California and other organizations to develop a Regional Rapid Response Network to serve under-resourced areas of Northern California.

**About the Job:**

The **AOD Coordinator** is housed at the JDC under funding provided through Santa Clara County. This new part-time position is to assist with growing the AOD program: To qualify, monitor, retain and recruit new attorneys to the program; to manage the arrangements and publicity for applicable trainings for AOD attorney volunteers; to modify existing intake and AOD materials for the program; and to collect relevant data for program evaluation and impact. As a means to attract new immigration attorneys to the program, the AOD Coordinator will also regularly serve in immigration court as a Spanish language interpreter to assist non-Spanish speaking AOD attorneys.

The AOD Coordinator is responsible for drafting quarterly reports for Santa Clara County regarding the AOD program statistics and developments, as well as reporting on the number of Santa Clara County residents who are the subject of enforcement action and received rapid response legal assistance from volunteer attorneys through the Regional Rapid Response Network.

The AOD Coordinator will work with and be part of the larger immigration team that includes three immigration attorneys, and three immigration case coordinators who assist with the AOD program and activities in the San Francisco Immigrant Legal Defense Collaborative (SFILDC), the Northern California Collaborative for Immigrant Justice (NCCIJ), and the Regional Rapid Response Network (RRRN).

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| **EDUCATION & EXPERIENCE** |

* Bachelor’s Degree
* Experience serving as an interpreter for Spanish speaking populations
* Experience in public relations, volunteer recruitment and community partnership building
* Experience working with immigrants and their families

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| **SKILLS & REQUIREMENTS** |

* Bi-lingual in English/Spanish
* Excellent oral and written communication skills
* Ability to think creatively and strategically, and exercise good judgment in implementing and applying policies appropriately
* Multi-task and independently prioritize with high attention to detail
* Event plan and command logistics
* Maintain clearly organized intake and referral case tracking records and communications
* Organize and prioritize essential information and data points to report on the project
* Ability to be self-directed and work both independently and as part of a team
* Ability to adjust hours for travel to Santa Clara County for meetings and trainings
* Knowledge of Microsoft Office and LawLogix (a plus)

**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](http://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 **June 23, 2017** to: **BASFjobs@sfbar.org**(please reference AOD Program 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.