

**Deputy Director**

New York, NY

Application Deadline: 2/28/2018

IMMIGRANT JUSTICE CORPS

<http://justicecorps.org/>

Date Posted: 02/02/2018

Job Type: Deputy Director

Schedule Type: Full Time

Practice Areas: Immigration

**Organization Description**

The **Immigrant Justice Corps (IJC)** seeks a Deputy Director to join our fellowship program. IJC is the country's first fellowship program dedicated to meeting the need for high-quality legal assistance for immigrants seeking citizenship, other affirmative applications, and fighting deportation. Inspired by Chief Judge Robert Katzmann of the U.S. Court of Appeals for the Second Circuit, IJC brings together the country's most talented law school and college graduates to provide high quality representation to low income immigrants. IJC's two-year Fellowship program connects Fellows to the best legal services providers and community based institutions nationwide and leverages the latest technologies. The program also fosters a culture of creative thinking that engenders new strategies to reduce the justice gap for immigrant families, ensuring that immigration status is no longer a barrier to social and economic opportunity. Since IJC's founding in 2014, IJC has effectively assisted more than 39,000 immigrants and family members with a 93% success rate.

The Deputy Director position is a new management position at IJC. The successful candidate will be a strategic thought partner and implementer within IJC's leadership. S/he will work closely with IJC's Executive Director to achieve the organization's mission. The Deputy Director must be an experienced leader with great judgment and a commitment to immigrant advocacy. Immigrant Justice Corps is currently a six- person permanent staff team, plus an annual cohort of 80 Fellows, 15-20 of whom are Immigrant Justice Corps employees.

**Responsibilities**

The Deputy Director will:

- In collaboration with the Executive Director manage the day-to-day operations of the Justice and Community Fellows Program and assist in establishing program priorities;
- Oversee host organization and Fellowship recruitment, selection and matching;
- Build and maintain relationships with leading legal services providers and community-based organizations, law schools, law firms and other key partners in the field;
- Conduct regular quality assurance monitoring of the program;
- Supervise the development and planning of Fellows training, ongoing professional development and Fellowship experience;

- In collaboration with the Executive Director, develop a vision for expansion and oversee implementation of current and future expansion initiatives and new Fellowship representation models, including a low bono practice;
- Work with the Legal team to identify systemic problems faced by immigrant clients and lead or oversee organizational policy advocacy involvement and affirmative litigation efforts;
- Represent IJC at stakeholder meetings, community events and other relevant forua;
- Fulfill other duties as assigned.

### **Qualifications and Experience**

Applicants Must:

- Be admitted to the New York State Bar, or eligible for admission;
- Have a minimum of eight years' experience practicing immigration law as an attorney or relevant legal and management experience;
- Have a demonstrated commitment to IJC's mission and a deep interest in expanding high quality access to counsel for immigrants;
- Have significant management and supervisory experience in a nonprofit legal program, or equivalent experience demonstrating outstanding skills in those areas.;
- Have demonstrated experience in impact litigation, policy advocacy and organizational strategic planning;
- Have demonstrated leadership ability, and must be highly disciplined and reliable;
- Have excellent interpersonal and communication skills and the ability to work in a collaborative team model;
- Be willing to travel

### **Salary**

Commensurate with skills, experience and duties.

### **Benefits**

Excellent benefits package including dental and vision.

### **Application instructions**

Email a detailed cover letter explaining why this job would be a great fit for you, a resume and three (3) references to [recruitment@justicecorps.org](mailto:recruitment@justicecorps.org) with "Deputy Director" included in the subject line. IJC is an Equal Opportunity Employer