



Fellowship Director

Remote - usually based in New York, NY but a remote arrangement will be considered

Application Deadline: Applications will be considered on a rolling basis until position is filled.

IMMIGRANT JUSTICE CORPS

<http://justicecorps.org/>

Date Posted:

Job Type: FELLOWSHIP DIRECTOR

Schedule Type: Full Time Position

Practice Areas: Immigration

About IJC and the Fellowship Programs

IJC is the country's first fellowship program wholly 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. The Fellowship Director will report to IJC's Deputy Director. It is contemplated that the Fellowship Director will supervise one or more direct reports.

Our Justice Fellows and Community Fellows are recent law graduates and college graduates, respectively, who are committed to providing immigration legal services to under-served populations and who join a new generation of dedicated advocates working to serve immigrant communities. Robust training and supports to enable representation and advocacy before USCIS and EOIR in the pursuit of new strategies to increase access to justice are essential to our mission. Fellows participate in a two-year fellowship either as employees of host organizations or as IJC employees at various sites under the supervision of IJC's supervising attorneys. This position assists in enhancing Immigrant Justice Corps' fellowship program and ensures that the organization builds resources and systems to capitalize on IJC's unique role as the premier immigration and social justice fellowship.

About the Position

We seek an experienced immigration practitioner and trainer to join our collaborative team of 15 full-time staff focused on the development of legal and professional skill-building of Justice and Community Fellows and alumni as well as capacity building for specific projects.

The core responsibilities of the position include:

Training:

- Direct overall training strategy by working with key IJC staff, Fellows and Host Organizations to determine annual as well as responsive training plans
- Create model curriculum and strategic plan for trainings and conferences; moderate, conduct and coordinate fall immersive, conferences, and monthly trainings working closely with Legal
- Consult on trainings needed within specific projects and/or areas of practice; create learning circles or other means of collaboration
- Respond to staff needs for training to further develop legal skills
- Coordinate host orgs around training – involve more directly on a regular basis and support organizations in capacity building plans when needed
- Create an archived training resource bank, with access to recorded trainings, identifiable and locatable by sub-topic
- Develop a comprehensive, frequently updated, easily accessible resource bank; become the regular channel for collection of samples with all fellows and handle upkeep of samples, practice advisories and other legal resources.

Recruitment and selection:

- Drive analysis and recommendations at both strategic and operational levels for host organization and fellowship selection
- Work closely with Fellowship Manager or Associate to establish, implement and run recruitment and selection in partnership with IJC's host organizations, headquarters staff and key advisors.
- Expand IJC's footprint for recruitment, established thriving referral bases nationally and established a pipeline of aspiring candidates

Fellowship supports:

- Lead program development for Fellowship support including mentoring and community-building initiatives and liaise with IJC staff, fellows, host organizations and others to design Fellowship specific operations
- Oversee an Advisory Committee comprised of staff, fellows, Board members and alumni working to assess and improve IJC programming
- Coordinate with Managing Attorney and Communications Manager on regular digest to all fellows summarizing trainings, new legal developments and other notable things of interest related to training or practice development.

- Direct rapid response initiatives by working with key IJC staff to (1) determine a rubric and methodology for identifying and selecting rapid response engagements; (2) liaise with partner organizations/entities in shaping and planning rapid response engagements; and training if needed
- As needed, lead strategic thinking and develop organizational capacity building initiatives so that Fellow experience can be utilized in a variety of host organizations

Requirements for the Position

You are a well-seasoned immigration attorney with experience in training and professional development. You enjoy collaboration and helping new advocates develop skills and expertise. IJC seeks a Fellowship Director who:

- Is authorized to work in the United States;
- Is admitted to a state bar;
- Has a minimum of ten years of experience practicing immigration law as an attorney, or equivalent experience;
- Is interested in training and developing legal advocates and/or has prior training, adult education or coaching experience;
- Has supervisory or managerial experience;
- Is committed to IJC's mission of expanding access to high-quality counsel for immigrants and developing legal capacity in under-served communities;
- Has excellent writing, analytical and organizational skills;
- Has demonstrated skills in working well with people across lines of race, class, and marginalized communities;
- Understands the current dynamics impacting immigrant communities and first generation practitioners and can address them with compassion and empathy.
- Commitment to work respectfully and collaboratively within IJC to create inclusion across lines of difference;
- Is interested in keeping their practice skills sharp by either mentoring or handling a limited number of cases.

Compensation

Salary is commensurate with skills, experience, and duties with a range of \$85,000-120,000. IJC offers generous health benefits including medical, dental, vision, life, disability, 401(k) plan, 175 hours of PTO, 12 paid Holidays plus the week between Christmas and New Years Day and compressed work schedules during the summer.

How to Apply

Please email your resume, two references and a detailed cover letter explaining why you are a great fit for this job to recruitment@justicecorps.org with “Fellowship Director” included in the subject line. We will review applications on a rolling basis until the position is filled.

IJC is an Equal Opportunity Employer - women, people of color, members of the LGBTQ+ communities, veterans, and people with disabilities are encouraged to apply.