



Manager, Fellowship Engagement & Recruitment

Remote until September 1, 2021 - usually based in New York, NY

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

IMMIGRANT JUSTICE CORPS

<http://justicecorps.org/>

Date Posted:

Job Type: MANAGER, FELLOWSHIP ENGAGEMENT & RECRUITMENT

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 the late 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 position will report to IJC's soon to be hired Fellowship Director.

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 recruitment and selection ultimately enables representation and advocacy before USCIS and EOIR in the pursuit of new strategies to increase access to justice and 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 entrepreneurial manager 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.

The core responsibilities of the position include:

- Design and carry out recruitment activities to encourage top candidates to apply for IJC Fellowships
- Manage and maintain selection processes to ensure excellence in Fellowship prospects
- Develop and cultivate key relationships with law schools, undergraduate programs, membership associations, host organizations and others to draw a diverse pool of Fellow prospects
- Identify, engage, evaluate and build a pipeline of diverse candidates from law schools, universities, and professional networks
- Execute recruitment strategy, including employer branding in the marketplace, candidate management, diversity sourcing and interview process management
- Lead and coordinate recruitment sessions and promote IJC Fellowship at key conferences and gatherings
- Help create professional development sessions, build out community pods and other fellowship activities
- Develop alumni programming to draw upon IJC's stellar network of Fellow graduates
- Manage Fellow check-ins and create programming to address areas of need
- Maintain a comprehensive, frequently updated, easily accessible resource bank
- Draft, respond and maintain regular network communications and digest frequently asked questions on the all fellows list-serve
- Implement training sessions and assist with all aspects of IJC training program
- Help with rapid response initiatives

Requirements for the Position

You are an experienced manager with a background in adult learning, professional development, fellowship, marketing and/or network development. You enjoy collaboration and helping new advocates develop skills and expertise. IJC seeks a Fellowship Manager who:

- Is authorized to work in the United States;
- Has a minimum of five years of experience; those with a background working with legal professionals, legal recruitment and/or work in the immigration field;
- Is interested in developing the next generation of highly qualified immigration attorneys and advocates and/or has prior marketing, adult education or coaching experience;
- Partners with staff to build out a robust recruitment strategy for each active position; gain a strong understanding of the requirements of the position and how it fits into our organization.

- Is committed to IJC's mission of expanding access to high-quality counsel for immigrants through leading an effective recruitment and selection process;
- Has excellent writing, analytical and organizational skills;
- Has demonstrated skills in working well with people across lines of race, class, and marginalized communities and excellent interpersonal skills to build a network of talent;
- Understands the current dynamics impacting immigrant communities and first-generation practitioners and can create effective programming to support Fellows.
- Commitment to work respectfully and collaboratively within IJC to create inclusion across lines of difference;
- Preference for those who have participated in or managed a fellowship or mentorship program.

Compensation

Salary is commensurate with skills, experience, and duties with a range of \$72,000-90,000. 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 Year's 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 Manager" 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.