

Location: New York, NY
<http://justicecorps.org/>
Application Deadline:
Date Posted: September 29, 2021
Job Type: Project Manager
Schedule Type: Full Time
Practice Areas: Immigration



Immigrant Justice Corps (“IJC”) seeks an entrepreneurial and dynamic Project Manager to implement IJC’s expansion of universal representation. With an initial focus on two unique projects in the DMV area and in Louisiana, this role will also build out our efforts nationwide. If you are interested in working to advance justice, dedicated to teamwork and effective communication, and inspired to spearhead an innovative, developing project, this may be the perfect opportunity for you!

About IJC

IJC is the country's first fellowship program cited by The New York Times as an innovator in our field. We are dedicated to meeting the need for high-quality legal assistance for low-income immigrants. Our Justice Fellows and Community Fellows are recent law graduates and college graduates, committed to providing immigration legal services to under-served populations and who join a new generation of dedicated advocates working to serve immigrant communities. Creative thinking and the pursuit of new strategies to increase access to justice are essential to our mission.

About this Project

The United States is facing a growing representation crisis in immigration. Immigrant Justice Corps’ (IJC) Fellowship program offers a blueprint for meeting the ongoing representation crisis. IJC has been recognized by major news outlets, including three New York Times editorials calling IJC “a groundbreaking effort” and encouraging readers to invest in IJC if they want to see a humane immigration system. Every year, we recruit, train, and mentor talented lawyers and exceptional college graduates and deploy them with legal services providers and community-based organizations to assist low-income immigrants.

IJC’s goal is to substantially close the gap in representation for immigrants facing deportation or detention in key geographies where an infusion of IJC Fellows can make a powerful difference. To achieve this ambitious goal, **we are testing the feasibility of achieving universal representation – a system in which all low-income immigrants have access to counsel regardless of the merits of their case– through two pilot programs.** One, started in September 2020, placed nine Fellows at Capital Area Immigrants’ Rights Coalition (CAIR Coalition), representing an infusion at a scale that will dramatically increase representation for vastly more low-income immigrants and accelerate systems change. The other, started in September 2021, placed one Fellow at the Tulane University Immigration Law Clinic and two Fellows at Immigration Services and Legacy Advocacy (ISLA) to represent vulnerable detained immigrants in Louisiana.

About the Position

IJC is seeking a Project Manager to help IJC implement this pilot. The Project Manager will lead this work and lay the groundwork for future universal representation projects nationwide. The Project Manager will work closely to establish, implement and evaluate this pilot in partnership with IJC Host Organizations, headquarters staff and key advisors. If successful, the Project Manager’s work will have expand IJC’s footprint in the movement for universal representation, establish a thriving program in two jurisdictions and a pipeline of support for these initiatives, and built a “playbook” for future efforts. The Project Manager will also engage in research and liaise with stakeholders across the country to develop other universal

representation projects. **We are looking for a dynamic leader who will help implement this project and use these learnings to expand IJC's work across the United States.**

The core responsibilities of the position include:

Program Development

- Help establish, analyze, monitor and provide recommendations on project goals to close the representation gap in two jurisdictions
- Lead program development and document successful outcomes
- Liaise with IJC staff, fellows, host organization(s) and others to design site specific operations
- Facilitate workshops to further strategic decision-making
- Develop and help lead an Advisory Group to provide input to the project
- Prepare reports and materials including structuring activities, budgets, and winning narratives
- Monitor Fellow recruitment needs and retention goals; conduct research on site-specific needs and align with current IJC functions or design alternatives
- Include holistic and movement lawyering as a core concept in implementation

Program Management

- Lead day-to-day contact with the site and IJC and provide guidance and direction to IJC staff; coordinate project logistics with team members
- Provide general oversight of legal deliverables and work performed by Fellows;
- Monitor and help facilitate the professional development of project Fellows and source additional supports for Supervisors in management of newer professionals
- Foster teamwork and clear communication among parties especially those instrumental to project success like community-based organizations, elected officials, journalists, funders and others to ensure responsiveness to community needs and continuous, shared learning;
- Responsible for project delivery to schedule, budget, and ensure high quality
- As related to the project, review and refine IJC's processes and suggest improvements as needed

Monitoring and Evaluation

- Help identify evaluation goals and monitor benchmarks for success
- Produce presentations, reports, financial models, and status reports highlighting project risks and opportunities
- Assist in data-informed development and implementation of improvements to the service model and case management processes of the project
- Assist in preparing reports to funders

Other

- Lead on policy efforts related to universal representation
- Participate in regular IJC staff meetings and events; and
- Represent IJC at community events and conferences.

Your Background and Qualifications

You are a well-seasoned Project Manager with a JD, MBA, MPA or similar educational background. Ideally you are an immigration attorney with experience in both removal defense and affirmative applications but could also have a background in human rights or migration, especially in detention or removal work. Your work experience shows a clear commitment to IJC's mission of increasing access to justice. You enjoy collaboration and have a proven track-record of building relationships with a broad set of stakeholders. You

think creatively and are excited to further develop an innovative model as a “test” for future expansion that will improve justice for millions of immigrants in the United States. You are detail-oriented and able to present information in a variety of ways. You are excited about the fellowship model - helping new advocates develop skills and expertise in a setting where representation is crucial. You can travel at least semi-annually to designated locations.

Compensation

Salary is commensurate with skills, experience, and duties with a range of \$80,000 – 100,000. 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.

Note: though initially time limited to two years, IJC fully expects the position to be integrated if funding is secured.

How to Apply

Please email your resume and a detailed cover letter explaining why this job would be a great fit for you to recruitment@justicecorps.org with “Project 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.