



Manager, Recruitment

Based in New York, NY

IMMIGRANT JUSTICE CORPS

<http://justicecorps.org/>

Date Posted: August 1, 2022

Job Type: MANAGER, 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 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 enable 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 21 full-time staff focused on the recruitment and development of Justice and Community Fellows.

The core responsibilities of the position include:

- Design, update and carry out recruitment activities to encourage top candidates to apply for IJC Fellowships and IJC positions.
- Manage and maintain selection processes to ensure excellence in prospects utilizing application platform (Survey Monkey/Apply) and current selection infrastructure.
- Cultivate key relationships and build a roster of law schools, undergraduate programs, membership associations, host organizations, HR professionals and others to draw a diverse pool of prospects.
- Identify, engage, evaluate and build a pipeline of diverse candidates.
- 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, career events, job fairs and other gatherings.
- Draw upon and incorporate IJC's stellar network of staff, Fellows and alumni in recruitment programming.
- Develop and track recruiting metrics utilizing IJC's database system to improve recruiting strategies, inform retention and fellowship experience and IJC programming.
- Stay up to date on labor legislation and inform key staff about changes in regulations that may impact Fellows and/or IJC staff and under Director of Operation's lead communicate changes to Fellows and Host Organizations.
- Assist with and/or lead training and professional development sessions and related activities for staff and Fellows to build skills, teamwork and interpersonal communications.
- Develop and implement on-boarding processes for staff and Fellows
- Assist with Fellow check-ins and transition points (on-boarding and off-boarding).
- Conduct staff exit interviews, provide assessments and monitor feedback from anonymized feedback platform (TinyPulse).

Requirements for the Position

You are an experienced Recruiter with an understanding of the necessary competencies for success in the immigration field, who:

- Is authorized to work in the United States;
- Has a minimum of five years of experience (recruiting attorneys, legal professionals is preferred)

- 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;
- 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 benefits including medical, dental, vision, life, disability, 401(k) plan, 175 hours (25 days) of PTO, 12 paid Holidays plus the week between Christmas and New Year's Day, and compressed work schedules during the summer.

****LOAN FORGIVENESS** The federal government provides student loan forgiveness through its Public Service Loan Forgiveness Program (PSLF) to all qualifying not-for-profit employees.

Working with Immigrant Justice Corps. qualifies you as a not-for-profit employee and you may be able to take advantage of this program while working full-time and meeting the program's other requirements.

Please visit the Public Service Loan Forgiveness Program site to view the eligibility requirements: <https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service>.

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 "Recruitment 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.