



Fellowship Associate

Hybrid 2-3 days in office (subject to change); other days Remote - 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: January 4, 2023

Job Type: Administrative, Fellowship Associate

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.

This position will report to the Fellowship Director and will provide administrative and programmatic support to the critical functions of the Immigrant Justice Corps' Fellowship Program, a foundational component of the organization's programming. The associate will, among other things, help to grow the Fellowship alumni network, support the process of recruiting and selecting Justice and Community Fellows, and serve as a support for Justice and Community Fellows throughout the duration of their time in the program.

About the Position

We seek someone with initiative to join our collaborative team. The core responsibilities of the position include:

- Performing duties associated with scheduling and organizing Fellowship meetings and conferences, seminars, trainings, and similar events, assisting in the production and distribution of training materials, assisting Fellows with travel arrangements and per diems or reimbursements, ensuring all needed supplies are procured, and administering logistics/troubleshooting and serving as a point of contact for trainers and Fellows during events
- Performing duties associated with scheduling, organizing, and administering the annual Justice Fellowship application and selection cycle and Community Fellowship application and selection cycle, including scheduling interviews, creating and sending needed Zoom links, troubleshooting as needed, and participating in the review of applications and interviewing of candidates
- Performing duties associated with the process of “matching” selected fellowship candidates and host organizations, including analyzing submitted rankings and helping to find appropriate matches based on those rankings and assisting in preparing for and executing an informational webinar for selected fellowship candidates
- Preparing and disseminating post training surveys to Fellow participants and preparing memos or reports on key findings
- Assisting with the scheduling and conducting quarterly Fellow check-in’s
- Assisting with the selection of Host Organizations
- Assisting with the preparation of Department of Justice Accreditation applications for in-placed Community Fellows and serve as support for out placed Community Fellows seeking accreditation
- Assisting in the development and implementation of an IJC Alumni network and mentorship program engaging both existing and past Fellows and maintain updated information
- Assisting in the design and implementation of programming to support and nurture fellows, including working with the team to brainstorm ideas for new programming and assisting in preparing for and executing any logistics associated with implementation (i.e., scheduling, the production and preparation of materials, technology set up, vendor procurement, etc.)
- Assisting with conducting Fellow recruitment events and information sessions
- Maintain various fellowship related spreadsheets.

Requirements for the Position

You will have strong written and verbal communications skills, outstanding attention to detail, the ability to juggle multiple projects at the same time, and strong administrative and interpersonal skills. IJC seeks Fellowship Associate who:

- Is authorized to work in the United States;
- Have at a minimum:
 - a High School Diploma with 5 years of equivalent work experience
 - an Associates' Degree with 3 years of equivalent work experience
 - or a Bachelor's degree
- Excellent writing, editing, research, organizational, presentation and analytical skills
- Strong interpersonal skills with a willingness to work collaboratively within a dynamic team setting.
- Strong familiarity and use of various social media platforms.
- Demonstrated ability to work in a professional manner with people of diverse backgrounds
- Knowledge of and commitment to immigrant rights, social justice, and/or racial equity
- Experience with the practice of immigration law or knowledge of immigration policy a plus but not required
- Proficiency in all applications of MS Office Suite and virtual meeting platforms
- Proficiency in a language other than English desirable, but not required

Compensation

Salary is commensurate with skills, experience, and duties with a range of \$45,000 to \$52,000. 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, a professional and/or academic writing sample and a detailed cover letter explaining why you are a great fit for this job to recruitment@justicecorps.org with "Fellow Assoc." 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.