



IMMIGRANT LEGAL ADVOCACY PROJECT

Asylum Attorney/Pro Bono Coordinator Position

Based in Portland, Maine, the Immigrant Legal Advocacy Project (ILAP) is Maine's only state-wide immigration legal aid organization. ILAP's mission is to help low-income immigrants improve their legal status and to work for more just and humane laws and policies affecting immigrants. ILAP's work includes direct legal services for over 3,000 clients each year; education and outreach to immigrant communities and service providers; and systemic advocacy on local, state, and federal immigration law issues.

POSITION DESCRIPTION

ILAP is seeking an Asylum Attorney/Pro Bono Coordinator. This position is responsible for managing ILAP's Asylum Program including recruiting, training, and mentoring *pro bono* attorneys; intake and screening of new clients; and handling a limited case load of asylum cases. The Asylum Program is supported by an asylum paralegal who is supervised by the Asylum Attorney/Pro Bono Coordinator.

RESPONSIBILITIES

- Manage *Pro Bono* Asylum Panel of 160 attorneys, including recruitment, training and mentoring of *pro bono* attorneys.
- Coordinate asylum intake process and case placement.
- Supervise ILAP's asylum paralegal.
- Maintain relationships with Maine law firms and the Bar in order to strengthen *pro bono* attorney recruitment and retention.
- Coordinate with the Director of the University of Maine School of Law Refugee and Human Rights Clinic to refer cases and help to mentor students, and for other collaborations.
- Provide full representation to a limited number of asylum clients.
- Provide education and outreach on asylum issues to service providers and immigrant groups, and participate in asylum related working groups.
- Along with the Legal Director and Executive Director, help to modify and improve the Asylum Program as policies and community needs change.
- Perform such other tasks and assume such other responsibilities deemed appropriate by the Legal Director or Executive Director.

QUALIFICATIONS

- J.D. and member in good standing of any state Bar.
- Prior experience with immigration matters, particularly asylum and removal defense.
- Excellent writing and interpersonal skills.
- Strong analytical, research, and writing skills.
- Ability to multi-task effectively, including having strong detail-orientation, planning, and organizing skills; and the ability to work well under pressure.
- Demonstrated ability to think creatively and strategically.
- Demonstrated commitment to public interest law or to working with low-income populations, and an ability to work well with individuals from different cultures and with varying levels of English proficiency.
- Prior experience mentoring and supervising volunteers, particularly other attorneys, is desirable.
- Language skills strongly preferred, especially French. Spanish, Portuguese, Somali, and Arabic language skills are also desirable.

COMPENSATION

Salary is commensurate with experience. Competitive benefits package, including fully paid individual health insurance.

TO APPLY

Send cover letter, resume and writing sample by e-mail to Sue Roche, Executive Director, at sroche@ilapmaine.org. Review of applications will begin on August 6th and will continue until the position is filled.

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