



IMMIGRANT LEGAL ADVOCACY PROJECT

Asylum Program Director

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 Program Director who is responsible for overseeing 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 Program Director.

RESPONSIBILITIES

- Manage *Pro Bono* Asylum Panel of 160 attorneys, including recruitment, training and mentoring of *pro bono* attorneys.
- Maintain relationships with Maine law firms and the Bar in order to strengthen *pro bono* attorney recruitment and retention. Work with the Director of the University of Maine School of Law Refugee and Human Rights Clinic and law students on collaborations related to asylum.
- Coordinate asylum intake process and case placement with the *Pro Bono* Asylum Panel.
- Supervise ILAP's asylum paralegal and coordinate with other ILAP staff attorneys handling asylum cases. Supervise volunteers and interns supporting the Asylum Program.
- Identify modifications and improvements that should be made to ILAP's Asylum Program as policies and community needs shift.
- Provide education and outreach on asylum issues to service providers and immigrant groups, and participate in asylum related working groups.
- Provide full representation to a limited number of asylum clients.
- 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.
- At least three years of experience representing individuals in asylum cases, including removal defense.
- Strong interpersonal skills. Prior experience mentoring and supervising volunteers, particularly other attorneys, is desirable.
- 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.
- Language skills preferred, especially French. Spanish, Portuguese, Somali, and Arabic language skills are also desirable.

COMPENSATION

Starting salary is \$53,000 for those with the minimum of three years of experience; higher for those with more experience. Competitive benefits package.

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 September 21st and will continue until the position is filled.

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