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Affirmative Action/Equal Opportunity Employer

The American Friends Service Committee is a Quaker organization that promotes lasting peace with justice, as a practical expression of faith in action. Drawing on continuing spiritual insights and working with people of many backgrounds, we nurture the seeds of change and respect for human life that transform social relations and systems.

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**POSITION DESCRIPTION**

**TITLE:** Immigration Justice Campaign Fellow, Pro Bono Coordinator

**JOB CATEGORY:** Exempt

**STATUS:** Full-Time, Specific Term (One Year)

**SUPERVISOR:** Legal Services Director

**REGION/UNIT:** Northeast Region

**LOCATION:** Newark, New Jersey

**DATE APPROVED:** January 2018

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**BACKGROUND:**

The American Friends Service Committee promotes a longstanding Quaker concern for the causes and impact of human migration. Since 1988, the Immigrant Rights Program based in New Jersey has worked to increase the protection of the rights of immigrants and refugees through legal representation, community education, community organizing, monitoring of rights, advocacy, and training.

Since 1996, the AFSC has provided legal counseling and representation to thousands of immigrants, including people in detention, youth, and survivors of domestic violence and other crimes. AFSC has also conducted training sessions and education to immigrant communities, social service providers and attorneys in New Jersey.

**SUMMARY OF PRINCIPAL RESPONSIBILITIES**

In collaboration with the Immigration Justice Campaign, a joint initiative between the American Immigration Lawyers Association (AILA) and the American Immigration Council (AIC), AFSC will expand pro bono referral efforts and the reach of AFSC's work. This position will develop and pilot strategies for further engaging and retaining pro bono attorneys to ensure greater access to representation for immigrants detained in New Jersey and facing deportation. The fellowship is funded for one year.

**ESSENTIAL FUNCTIONS/RESPONSIBILITIES:** The key responsibilities of the Pro Bono Coordinator include the following:

1. In coordination with the Immigration Justice Campaign, the Pro Bono Coordinator will recruit, screen, and place cases with volunteer attorneys; connect volunteer attorneys to mentorship and technical assistance through the

- Campaign and provide secondary case support when needed; track case outcomes and other metrics; assist in the development of training and orientation materials specific to local practice; and coordinate training, recruitment and volunteer recognition events.
2. The Coordinator will maintain a small direct representation caseload before U.S. Citizenship and Immigration Services (USCIS) and the Executive Office for Immigration Review (EOIR) in order to stay attuned to the current practices at the Elizabeth, Essex and Hudson immigration detention facilities as well as at the Elizabeth and Newark Immigration Courts.
  3. The Coordinator will work in collaboration with the Immigration Justice Campaign to track trends at the New Jersey immigration detention facilities and the Immigration Courts and construct advocacy strategies.
  4. Manage caseload and maintain client files in good order, including photocopying applications, letters, supporting documentation, and follow up work. Maintain client and case information in LawLogix.
  5. Translate documents or secure translations as necessary; secure interpretation assistance, as necessary.
  6. As needed, work with AFSC's Social Worker to meet clients' social services' needs
  7. Participate in AFSC staff meetings and case reviews.
  8. Prepare and submit reports in a timely manner to AFSC supervisors and committees and to the Immigration Justice Campaign.
  9. Attend immigration law training sessions and conferences.

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#### MINIMUM QUALIFICATIONS

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**EDUCATION:** Admission to a state bar required.

**EXPERIENCE:**

1. Demonstrated experience in immigration law, preferably in removal defense with detained populations.

**OTHER REQUIRED SKILLS AND ABILITIES:**

1. Fluency in written and oral English and Spanish preferred.
2. Demonstrated cultural competency.
3. Excellent legal research and writing skills.
4. Self-motivation; ability to be detail oriented, well-organized, and to prioritize assignments and work load; and interest in creative lawyering.
5. Ability to comfortably and appropriately maintain and navigate relationships with governmental agencies, nonprofit providers, law firms and other stakeholders
6. Ability to communicate effectively and build mutually respectful relationships with co-workers, clients, and the public.
7. Familiarity with software applications in a Windows environment, including Microsoft Word and LawLogix.
8. Commitment to Quaker values and testimonies. Understanding of and compatibility with the principles and philosophy of the American Friends Service Committee including non-violence and the belief in the intrinsic worth of every individual.

9. Understanding of and commitment to the principles, concerns, and considerations, of AFSC in regard to issues of race, class, nationality, religion, age, gender and sexual orientation, and disabilities. Demonstrated ability to work and communicate with diverse staff.

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**COMPENSATION:** Salary Range 15 - Exempt - Comprehensive medical and hospitalization plan; term life, accident and salary continuation insurances, defined benefit pension plan, plus fringe benefits; participation in unemployment and worker's compensation and social security.

The American Friends Service Committee is an Affirmative Action/Equal Opportunity Employer. Qualified persons are encouraged to apply regardless of their religious affiliation, race, age, sex, gender identity, sexual orientation or disability.

AFSC's Central Office and some of its offices in the U.S. are unionized workplaces. This position is represented under the Northeast Region's Collective Bargaining Agreement.

The American Friends Service Committee is a smoke-free workplace.

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