



Kitsap Immigrant Assistance Center

Recognizing the inherent worth and dignity of all people, KAIC works for the well-being and empowerment of immigrants through education, advocacy and social justice.

Director of Legal Services

Position Description:

Kitsap Immigrant Assistance Center seeks a Legal Services Director to manage and sustainably grow the Immigration Legal Services Program.

The Legal Services Director will have responsibility for setting the overall strategy for advancing the mission of the program through the following: delivery of legal services; supervision of staff and volunteers, including volunteer Accredited Representatives (ARs); case management; community outreach and education; and collaborations with community stakeholders and advocacy initiatives. The Legal Services Director will be responsible for continued team building and leadership for legal staff and volunteers. In collaboration with the Executive Director (ED) and Development Manager, the Legal Services Director will also assist with fundraising efforts, including grant management.

The Legal Services Director is a member of the management team and reports directly to the Executive Director.

KIAC serves immigrants in the West Sound region through direct legal and family services, and engages in broad community education and outreach. KIAC's Legal Services Program was established in 2014 to provide free or low-cost direct legal services to area immigrants, including: naturalization/pathways to citizenship; adjustments of status; family petitions; U-Visa and VAWA; DACA and Green Card renewals; and other affirmative applications. In 2017, the program expanded to include removal defense/asylum claims. KIAC was originally established as an all-volunteer organization and much of the day-to-day work is performed by volunteers.

The Legal Services Program is currently supported by a Legal Services Assistant (FTE) and a litigation paralegal (0.75 FTE). Two ARs job-share an affirmative paralegal position.

Essential Duties:

- Provide strategic leadership for the Legal Services Program, including creating and implementing a plan for thoughtful and sustainable growth
- Ensure the continued provision of high quality legal assistance and advocacy with an emphasis on competency and excellence of the legal team, as well as assurance of high legal ethical standards
- Ensure the continued status of the Legal Services Program through proper applications and compliance with requirements of Department of Justice, Office of Legal Access Programs (OLAP) and other government agencies
- Provide management/coordination for the provision of immigration legal services, including case management and docketing
- Supervise Legal Services Program staff and key volunteers, including ongoing recruitment, training, and mentoring of staff and volunteers
- Provide legal and procedural advice pertaining to ongoing cases
- Provide direct legal services to clients
- Oversee the case management system for Legal Services Program
- Ensure the Legal Services program is responsive to changing conditions, new requirements and trends, and unexpected challenges
- Develop a volunteer attorney network for referrals to low or no-cost client services
- Oversee legal education and outreach to the community through workshops, classes and other community events
- Represent KIAC through public speaking
- Collaborate and communicate with regional, local and national advocacy groups to advance public policy and maximize KIAC's effectiveness
- Manage the annual legal budget
- In collaboration with ED and Development Manager, provide content for all program-related media, including press releases, media appearances, website and social media
- With ED, Development Manager, participate in program fundraising efforts, including identifying funding sources and assisting with grants and reporting requirements

Requirements:

- J.D. from an accredited law school
- Current bar membership in good standing
- Minimum of three years of experience in immigration law, including trial advocacy
- Legal supervisory skills and program administration desired
- Excellent written and oral communications skills
- Demonstrated commitment to public service and interest in KIAC's work
- Proficiency in English and Spanish

Salary and Benefits: \$60,000-80,000/annual, commensurate with experience
Benefits: generous holiday and personal leave; monthly health insurance stipend

Application Procedure:

Send cover letter and resume to Sally Tellekson, Executive Director sally@kitsapiac.org with **Legal Services Director** in the subject line.

Deadline for Application: Monday, November 23, 2020

KIAC is an Equal Opportunity Employer and will not discriminate in employment on the basis of race, color, religion, age, national origin, citizenship, sex, sexual orientation, gender identity, marital status, pregnancy or parental status, disability, political affiliation, or other status protected by law.