



Position **Deportation Defense Case Manager**

Full-time; term to begin immediately

Organization Description

The Public Law Center (PLC), Orange County's *pro bono* law firm, provides access to justice for low-income residents through free civil legal services provided by PLC staff as well as its network of over 1,600 volunteer lawyers, paralegals and law students.

PLC participates in a collaborative effort with the Orange County Justice Fund and the Orange County Removal Defense Warriors, a group of Orange County-based legal service non-profit organizations who are providing removal defense services. PLC is seeking to hire a full-time Deportation Defense Case Manager to support the work of this collaborative effort.

Qualifications

- Bachelor’s Degree or equivalent combination of education and work experience
- 1+ years of administrative or case management experience is a plus
- Demonstrated commitment to public interest and community service through prior volunteer or paid work experiences
- Strong communication, interpersonal, organizational, and computer skills (including familiarity with the Microsoft Office and Google suite of products)
- Must have own transportation, valid CA Driver’s License, good driving record and own insurance
- Ability to begin work immediately
- Proficiency in Spanish is a plus, but not required

Duties and Responsibilities

- Provide administrative and data entry support to Orange County removal defense collaborative
- Through regular communication, develop and maintain up-to-date database tracking removal defense service providers’ capacity for new cases
- Work with PLC’s Pro Bono Director, the existing pool of 1,600 volunteer attorneys and prospective DOJ-Accredited Representatives to develop pool of pro bono resources available for deportation defense
- Securely share case referral information with service providers and pro bono attorneys and develop resources and tools to facilitate placement
- Provide support and coordination for monthly meetings and provider-to-provider trainings through OC Removal Defense Warriors
- Occasional evening and weekend work required
- Other duties as assigned

Salary & Benefits

- Salary range \$48,000-\$58,000 (dependent on experience)
- Generous benefits package including health, dental, vision and life insurance
- Interested applicants should contact PLC with any follow up questions

Please submit Resume, Cover Letter and optional Writing Sample (5 pages or less) to Grace Landa at glanda@publiclawcenter.org

APPLICATION DEADLINE: Open until filled; please apply by 6/24/19 to ensure full consideration.

Public Law Center is an Equal Employment Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, national or ethnic origin, age, disability or veteran status.