



PROVIDING ACCESS TO JUSTICE
FOR ORANGE COUNTY'S LOW INCOME RESIDENTS

JOB ANNOUNCEMENT

Position	Part-time Removal Defense Project Coordinator –Immigration Unit
Organization Description	<p>The Public Law Center (PLC)'s Immigration Unit is seeking an energetic, passionate advocate to join our team in fighting for justice for Orange County's immigrant communities through innovative, collaborative, community-centered lawyering.</p> <p>PLC's Immigration Unit provides fearless direct legal representation to, in addition to coordinating and supervising pro bono representation for, survivors of domestic violence, human trafficking, and other crimes (U Visas, T Visas, and VAWA petitions); children who have been abused, abandoned, or neglected (Special Immigrant Juvenile petitions); young people who arrived as children (Deferred Action for Childhood Arrivals); legal permanent residents seeking U.S. Citizenship (naturalization); and for immigrants in Immigration Court proceedings (both detained and non-detained removal defense).</p>
Qualifications	<ul style="list-style-type: none"> • Bachelors degree or equivalent required. • Bilingual English/Spanish or English/Vietnamese helpful, but not required • Strong organizational skills, including ability to manage multiple tasks, work independently, and as part of a team. • Demonstrated commitment to working with immigrant communities • Computer literacy in Microsoft Word and Excel, and the ability to learn other software programs. • Strong oral/written communications skills and the ability to communicate with a variety of audiences, including clients, community partners, and volunteer attorneys. • Must have own transportation, valid CA Drivers license, insurance and good driving record; travel throughout Orange and neighboring counties will be necessary
Duties and Responsibilities	<ul style="list-style-type: none"> • Coordinate the provision of immigration legal services to low-income clients in immigration detention and in non-detained removal proceedings. • Develop and promote policies and procedures to encourage collaboration among regional legal service providers in the area of removal defense. • Recruit, coordinate and supervise non-attorney volunteers through training, technical support, and general supervision. • Assist with intake of potential clients as needed. • Oversee grant management, including collection of data, reporting, and collaboration with community partners. • Represent PLC at collaborative and community outreach events and meetings. • Part-time position (20 hrs/week), with occasional evening/weekend work required
Salary & Benefits	<ul style="list-style-type: none"> • Compensation dependent on experience; range of \$17.00 to \$21.00 per hour • Competitive benefits provided.
	<p>Please submit resume, cover letter and optional writing sample (5-page limit) to Grace Landa at: glanda@publiclawcenter.org. Please no phone calls. APPLICATION DEADLINE: Open until filled The Public Law Center is an Equal Opportunity Employer.</p>