



Director of Legal Services; Training and Pro Bono Coordinator

Safe Passage Project seeks an energetic and proactive experienced attorney for a senior executive managerial position in a growing non-profit legal services organization focused on providing volunteer pro bono legal services to undocumented minors facing deportation and related legal challenges. The Director of Legal Services will work with the senior management in shaping and implementing our long-term strategic and organizational goals and in planning and managing relationships with key stakeholders, including our legal staff, pro bono attorneys, allied legal services organizations and strategic funding sources.

As the legal services leader of the organization, he/she will have primary responsibility for assuring Safe Passage staff and pro bono attorneys deliver effective, quality legal services. The Director of Legal Services will manage some administrative functions with regards to outreach, organization and coordination of pro bono attorneys and other volunteers. The person in this position serves as the leader of Safe Passage Project's legal team and provides the direction and supervision necessary for other legal personnel to accomplish their assigned duties.

In addition the Director of Legal Services will partner closely with the President/Director, senior staff and the Board of Directors. In this capacity the Director of Legal Services will engage in planning with respect to the organization's development. Working with support from the staff and the board, this position will also work on identifying new sources of funding that further the mission of the organization to serve immigrant youth.

The Director of Legal Services will develop, manage and lead the following:

- 1. Legal Team Supervision**
 - a. Supervise Safe Passage Project's Supervising Attorneys and assist with all staff attorneys' professional development.
 - b. Provide a strong day-to-day presence as internal legal leader of the organization, supporting an open-door policy among staff.
- 2. Legal Policy Development and Outreach**
 - a. Liaise with DHS agencies, Immigration Court and Judges and state family courts regarding Safe Passage and other programs.
 - b. Stay abreast of current immigration and family law and develop and maintain legal policies that stay in compliance (including laws around confidentiality, working with minors, etc.)
- 3. Training Coordinator and Presenter**
 - a. Develop a minimum of 20 trainings throughout 2015 around legal issues surrounding our attorneys and clients.
 - b. Working with staff, prepare and maintain written materials for all trainings.
 - c. Represent Safe Passage Project and present at trainings and public events.
- 4. Pro Bono Coordinator**
 - a. Coordinate and Manage outreach to and organization of all volunteers, including non-legal volunteers, in cooperation with the senior management.

- b. Maintain volunteer database.
 - c. Develop and implement an evaluation program for all volunteers.
- 5. Social Work Management**
- a. Develop Safe Passage Project's Social Work and Case Management System.
 - b. Manage a Licensed Social Worker and Team of Columbia Social Work Externs.
- 6. Grant Management Implementation**
- a. Together with senior staff, design and implement systems to manage data collection on existing grants and any new grants Safe Passage Project receives.
 - b. Together with Senior Staff, prepare the grant reports and maintain and report on statistics necessary to stay in compliance with various grants.
 - c. Ensuring the organization stays in compliance with the current funding streams by maintaining and updating separate budgets for each grant.
- 7. Development and Fundraising**
- a. Strategize and participate with the senior staff in strengthening organizational visibility through relationship development, speaking engagements, Board membership outreach and other external opportunities.
 - b. Assist in preparation of communications materials essential to development functions.

Qualifications:

The candidate should demonstrate a passion for working with immigrant children. The successful candidate will have supervising and training experience and the ability to demonstrate legal services management skills. Must be admitted to practice law, New York State Bar preferred. Spanish fluency is preferred.

Compensation:

Salary is commensurate with experience as appropriate to a small non-profit organization. Flexible vacation policy.

To Apply:

Please e-mail a cover letter detailing your interest in this specific position, resume, three professional references, writing sample, and list of training experience or other professional presentations to Megan Eiss-Proctor at mep@safepassageproject.org. Please put "DIRECTOR OF LEGAL SERVICES APPLICATION" in the subject line of the email.

No questions via phone or email, please.

Applications accepted until position is filled.