



Program Associate

Safe Passage Project seeks to ensure that no child in New York faces the immigration process alone.

We provide free lawyers to over 1,000 refugee children in New York City and on Long Island who are at risk of being deported. Having an attorney represent a child in immigration court increases the chances of a successful outcome from 17% to 85%. We accomplish this by having our own lawyers represent young people, and by training and mentoring volunteer attorneys to represent immigrant youth. Over the next two years, we seek to significantly expand our provision of civil legal services to immigrant children in the communities we serve.

In order to provide legal defense to even more immigrant youth, Safe Passage Project must grow its *pro bono* program so that volunteer attorneys are equipped to respond to the needs of our young clients. We want to continue to build our innovative *pro bono* team to sustain our dynamic legal program.

Safe Passage Project is an equal opportunity employer. Women, people of color, LGBTQ people, veterans and people with disabilities are encouraged to apply.

Position Summary:

The Program Associate is an integral member of the Training and Partnerships team, where they will work with senior leadership and strategic partners to build volunteer capacity and manage the technical tools in support of the organization's *pro bono* department, which works with over 500 volunteer lawyers throughout New York City and Long Island. This role will report to Alexandra Rizio, Managing Attorney for Training and Partnerships. Though Safe Passage currently operates remotely, the Program Associate will eventually be based in the Tribeca office, if and when in-person work returns. The position is full-time and eligible for Safe Passage Project benefits.

Primary Responsibilities

Support the Pro Bono Program:

- Support the Managing Attorney to track cases in need of *pro bono* placement, and share *pro bono* opportunities with volunteer attorneys;
- Help coordinate recruitment, outreach, and screening of potential volunteer attorneys;
- Support relationships and communication with law firm & institutional contacts;
- Maintain *pro bono* data in Salesforce;
- Provide accurate *pro bono* data for grant reports, board meetings, annual reports, etc.
- Send communications to *pro bono* attorneys as needed (legal updates, training opportunities, events);
- Design processes, and maintain one-pagers and workflows related to the *pro bono* program;
- Assist with trainings and events in service of the *pro bono* program;
- Represent Safe Passage Project at institutional partners' and industry events.

Communications

- Design and update a library of marketing and *pro bono* oriented communications materials, such as brochures, manuals, one-pagers, and presentations;
- Create and manage online and email-based campaigns aimed at *pro bono* attorneys;
- Draft and post content related to the *pro bono* department to social media platforms;
- Edit and proofread materials as needed.

We are looking for someone who is:

- **Meticulous:** You are highly-organized, with an eye for detail, a love of streamlined processes and excellent proofreading skills.
- **An Effective Communicator:** You have strong communication, composition, and public relations skills. You can craft clear, persuasive communication materials for a legal audience or a compelling narrative to draw in new volunteers.
- **Resourceful and Adaptable:** You are comfortable with change, willing to take on new challenges, and enjoy finding solutions.
- **People-oriented:** You can master the details and craft any communication, but at your core you are about connecting with people. You can connect with the Board of Directors, a volunteer attorney, or with a new Staff Attorney.
- **Mission-oriented:** Passionate about our mission, with a desire to be part of a challenging legal practice that makes a difference in children's lives.

What you'll need:

- 2+ years of experience in a nonprofit role focused on database management, systems development, and relationship management.
- Direct experience with a data management system is preferred (Salesforce or other CRM).

- Ability to handle multiple deadlines and complete assignments with minimal supervision in a fast-paced workplace.
- Comfort communicating with various stakeholders (law firm partners; *pro bono* attorneys; Safe Passage staff and board members).

Salary: \$50,000+ depending on experience.

The Application Process

Please submit your resume and cover letter to jobs@safepassageproject.org with the subject line "Program Associate."

When you apply, we kindly ask you to remove your schools from your resume. There is no need to reformat your resume, and you may leave your degree (e.g. "B.A. Economics"). This evaluation process will follow best practices shown to reduce bias in decision making and may be different from other application processes you have experienced.

If you have any questions about this opportunity, please feel free to email jobs@safepassageproject.org.

Safe Passage Project is an equal opportunity employer and strongly values a diverse work environment. Women, people of color, LGBTQIA+ people, veterans, and people with disabilities are encouraged to apply. Safe Passage Project invites all applicants to include in their cover letter a statement about how their unique background and/or experiences might contribute to the diversity, cultural vitality, and perspective of our staff and practice.