Immigration Assistance Outreach Coordinator

Based in Portland, Maine, with a satellite office in Lewiston, the Immigrant Legal Advocacy Project (ILAP) is Maine’s only state-wide immigration legal aid organization. ILAP’s mission is to help low-income immigrants improve their legal status and to work for more just and humane laws and policies affecting immigrants. ILAP’s work includes direct legal services to over 3,000 clients each year; education and outreach to migrant communities and service providers; and systemic advocacy on local, state, and federal immigration law issues.

ILAP is committed to having a respectful, collaborative, and equitable work environment, with equal opportunity for all employees. We strongly encourage applications from people of color, immigrants, and other underrepresented and historically marginalized groups. We believe in building an organization that is reflective of the communities that we serve and is diverse in work background, experience, education, race, color, national origin, sex, age, religion, marital status, sexual orientation, gender identity, ancestry, national origin, or sensory, mental, and physical abilities. We believe that having a diverse and equitable organization strengthens our programming and services and advances our organizational values.

POSITION DESCRIPTION
ILAP is seeking a full-time Immigration Assistance Outreach Coordinator to support the Asylum Assistance and Legal Orientation Project at ILAP. The number of people seeking refuge in Maine in recent years has outpaced ILAP’s ability to provide individualized legal services to this population. This project seeks to expand legal services to new arrivals in Maine through increased legal orientation and education workshops, brief legal consultations, and asylum application legal clinics for pro se asylum seekers.

The position works collaboratively with ILAP’s Senior Project Attorneys to coordinate outreach, education, and legal services to new arrivals and unrepresented immigrants, with a special focus on those housed in shelters and hotels. The Immigration Assistance Outreach Coordinator reports to ILAP’s Senior Project Attorney and works closely with numerous members of the legal team.

As of November 2022, ILAP staff are working part-time from home and part-time from the office. We are finalizing our long-term hybrid policy and this position will require some in-person time at the Portland office as well as time doing outreach in community meeting spaces and public meeting spaces at the shelters and hotels where clients are living. ILAP requires all staff to be fully vaccinated, as recommended by the CDC, against COVID-19.

RESPONSIBILITIES
- Create and maintain collaborative relationships with local immigrant-led community groups and other non-profits to identify the needs of new arrivals.
- Travel regularly to the locations temporarily housing new arrivals for project data collection, such as location, population demographics and to identify top legal needs.
• Provide administrative and logistical support to Senior Project Attorneys for legal orientation sessions and asylum application clinics, including securing necessary interpretation.
• Perform client intake and data entry into ILAP’s case management systems.
• Assist Senior Project Attorneys in creating and preparing screening tools and paper and online materials needed for workshops and asylum application legal clinics.
• Provide interpretation and translation support to ILAP project staff as needed in workshops, legal clinics or for written materials.
• Participate in project meetings and ILAP legal team meetings and collaborate and share expertise with other ILAP legal staff.
• Perform such other tasks and assume such other responsibilities deemed appropriate by the Senior Project Attorney.

QUALIFICATIONS
• Bachelor’s Degree, equivalent, or relevant work experience.
• Fluent in English, and French or Portuguese required. Fluency in Lingala is also desirable.
• Prior experience working with immigrants or vulnerable populations preferred.
• Understanding of the legal immigration system gained through lived immigrant experience is highly valued.
• Detail-oriented, responsible, energetic, self-directed.
• Excellent organizational skills; ability to plan workflows, handle multiple tasks simultaneously, prioritize, problem solve, and meet deadlines.
• Strong computer skills including experience with Office 365 and data entry.
• Passion for advancing immigrants’ rights and an ability to work well with individuals from diverse cultures and with varying levels of English proficiency.
• Personal and professional commitment to racial justice and equity for immigrants and their families through direct legal services, community education, and systemic advocacy.

COMPENSATION
Beginning salary is $45,000, or more, depending on years of experience. ILAP also recognizes the value of having staff who speak common client languages and offers a base salary increase for applicants with spoken proficiency in these languages.

ILAP offers a generous benefits package. Current benefits include
• Fully paid individual health and dental insurance coverage and significant coverage for dependents’ health insurance;
• Generous annual paid leave, holidays, sick days, and personal days;
• Paid parental leave and a paid family and medical leave policy;
• Paid sabbatical after each 5 years of employment;
• Employer retirement contributions;
• Health savings plan;
• Long term disability and life insurance; and,
• Individual and staff-wide professional development opportunities.

TO APPLY
Send a resume and a cover letter describing how your experience equips you for this position to hr@ilapmaine.org with the subject line “Immigration Services Outreach Coordinator.” Review of applications will begin on December 7, 2022 and will continue until the position is filled. For the near future, all interviews will be conducted remotely via video.