Program Manager Job Description

Overview
The Student Clinic for Immigrant Justice’s (SCIJ) Program Manager is an essential leader within the organization who is responsible for coordinating SCIJ’s Training and Legal Justice Programs, supporting students at SCIJ’s partner schools, fostering community within SCIJ’s student cohorts, and supporting SCIJ’s partnerships with current and new schools. The Program Manager’s role is logistical, relational, and vision-setting, and an integral part of ensuring SCIJ can accomplish its mission. The ideal candidate will have experience working within immigrant communities and with college students (immigration law experience is a plus but not required).

The Program Manager will be joining SCIJ at a pivotal moment as SCIJ seeks to build on the momentum of its successful first two years and expand to new communities. Having already established programs at Worcester State University and Brown University (and now expanded to UMass Boston) where SCIJ trained 49 students, provided pro bono representation to 50 asylum seekers, and launched two organizing campaigns, the Program Manager will play a key role in leading SCIJ’s organizing efforts while also growing SCIJ’s vision nationally.

About SCIJ
Building on the decades-long rich history of student leadership in the immigrant justice movement, the Student Clinic for Immigrant Justice (SCIJ) is a community expanding access to representation by collaborating with immigration service organizations to provide pro bono legal support to asylum seekers and developing a network to advocate for transformative change by engaging students and community members in direct action organizing.

Salary & Benefits
The Program Manager will be paid an annual salary of $50,000-$57,000 (commensurate with experience) plus benefits including:

1. Health Insurance with Tufts (100% paid by SCIJ)
2. Dental Insurance with Tufts (100% paid by SCIJ)
3. Paid Family and Medical Leave
4. Professional Development Assistance
5. Travel reimbursement
6. 15 days of paid time off per year, 10 paid days off for federal holidays, and 1 paid day off to be used within 14 days of your birthday each year.
This position will require 40 hours of work per week and generally involve working Monday through Friday, with occasional evening and weekend responsibilities as relevant, such as attending/leading workshops, events, and actions. The position will involve both remote and in-person work. SCIJ anticipates that over 75% of your workweek will be remote, though this may change with COVID fluctuations and changes in organizational strategy. In-person work will not be in an office but instead involves meeting with community members, holding workshops, attending events, and other in-person activities. Applicants must have access to a car or other mode of transportation to travel to Worcester, MA, Providence, RI, Boston, MA, and (potentially) Hartford, CT.

With the impacts of the US's punitive immigration system felt most harshly by Latinx, Black, African, and Middle Eastern immigrants, especially LGBTQ+, gender-minority, working-class, and disabled immigrants, SCIJ is committed to creating a community within its staff, students, board, and volunteers that reflects this diversity. Two of SCIJ's core values include *Immigrants First* and *Committed to Anti-Racism*, a reflection of SCIJ's commitment to actively and continuously empower those who are “most impacted by immigration policies, specifically immigrants and first-generation Americans, while also recognizing the multiple ways power and race influence all facets of society.” As an equal opportunity employer, SCIJ is focused on developing a community where people most impacted by immigration policies can thrive and building a staff, board, and volunteer base that reflects this commitment.

Employment with SCIJ is on an “Employment-At-Will” basis. In other words, you or SCIJ may terminate employment for any reason and at any time, with or without notice. Similarly, the terms of employment outlined in this description are subject to change at any time.

**Job Responsibilities**

- **STUDENTS**
  - Recruiting students to join SCIJ’s community, including:
    - Contacting professors, offices, departments, clubs, and other groups to publicize SCIJ at partner schools
    - Empowering students to lead SCIJ’s recruitment efforts through tabling at club fairs, speaking to their classes, and reaching out to their peers.
    - Hosting an info session for interested students
○ Collaborating with SCIJ’s Executive Director in selecting a new cohort of students, including:
  ■ Creating and maintaining an application form
  ■ Collecting student applications and screening applicants
  ■ Fielding questions from interested students and applicants
○ Fostering community within and between SCIJ’s student cohorts at each school through community events, students socials, and other related community-building activities
○ Supporting students in their personal and professional development such as by identifying paid opportunities, scholarships and grants, and helping students as they apply for jobs and/or graduate school
○ Supporting students with organizing and/or presenting at events or conferences that SCIJ sponsors and/or is invited to
○ Developing and maintaining SCIJ’s alumni network by creating an alumni program, conducting interviews with Immigration Advocates as they graduate from SCIJ, and collecting alumni contact information in order to remain in relationship with them post-graduation.
○ Developing and maintaining SCIJ’s Ambassadors Program by creating the Ambassadors Program, conducting outreach to current SCIJ students to invite them to join the Program, and providing ongoing support and opportunities for student Ambassadors.

● TRAINING
○ Providing technical assistance in coordinating the training sessions by setting up a calendar invitation, Zoom link and/or in-person meeting space, reminder messages, and weekly recap emails to students.
○ Supporting students in SCIJ’s training program through check-ins, answering questions, connecting them with relevant resources, and ensuring students have the help they need to be successful in SCIJ’s training program
○ Supporting SCIJ’s Executive Director and guests during workshops and training sessions
○ Leading the organizational and coordination components of SCIJ’s in-person and weekend training sessions, including student housing and transportation, venue location, food, agenda, and other related tasks.

● LEGAL JUSTICE
○ Recruiting attorneys, maintaining current SCIJ-attorney relationships, and developing resources and strategies to improve SCIJ’s Attorney Partnership program, including:
  ■ Direct outreach to individual attorneys, firms, and nonprofits, including introductory emails, phone calls, and meetings
Direct outreach to listservs and legal groups, including emails, phone calls, and meetings with coalition leaders

Maintaining regular communication with partner attorneys and conducting end-of-semester check-ins with attorneys

- Coordinating and conducting introductory meetings to connect students with their partner attorneys
- Supporting students in their casework through regular check-ins, helping connect them with SCIJ’s legal resources, and other help as relevant
- Monitoring SCIJ’s case tracker to ensure they’re being kept up to date and students are progressing on their cases
- Supporting SCIJ’s students in leading case rounds by helping students coordinate a time for case rounds and send out a calendar invite; create an agenda for case rounds; and facilitate bi-weekly case rounds.
- Identifying tools and resources to support students in their casework

SCHOOL PARTNERSHIPS

- Assisting SCIJ’s Executive Director in maintaining and developing current school partnerships and cultivating new partnerships with schools, including assisting in:
  - Researching and identifying potential partner schools
  - Contacting and scheduling meetings with stakeholders (administrators, teachers, students, student clubs) at potential partner schools
  - Researching, identifying, scheduling meetings with, and meeting with community organizations in locations SCIJ is seeking to expand
  - Developing content to share with partner schools to outline what SCIJ does, how SCIJ partners with schools, school responsibilities, and the timeline for partnering with schools
  - Scheduling and conducting end-of-year reviews of the program and discuss plans for a second year
- Collaborating with school partners on events such as info sessions, conferences, workshops, community organizing, and related events

ADMINISTRATIVE

- Assisting in onboarding SCIJ’s interns, including introductory meetings, creating a work plan that takes into account student interests and skills, training, creating an email, and sharing important resources, and providing ongoing support by developing agendas for, scheduling, and conducting weekly 1-on-1 meetings with SCIJ interns.
- Providing technical support to support to SCIJ students and interns, including:
Creating emails for students and interns involved with SCIJ, including creating and implementing an email sign-up form

Signing students and interns up for and maintaining their accounts with Canva, Canvas, Calendly, and Slack

○ Updating and implementing SCIJ’s handbook for interns
○ Implementing SCIJ’s policies as they relate to SCIJ’s programming, students, interns, and other related aspects of the Program Manager position
○ Collaborating with other SCIJ staff in monitoring program impact by:
  ■ Developing and implementing surveys for students (surveys on the training, legal justice, and community organizing programs), partner attorneys, and partner schools
  ■ Regularly speaking with students and partners to understand their experiences throughout the program
○ Collaborating with other SCIJ staff in evaluating program impact by:
  ■ Deciphering data to identify trends, frequent questions, and other important information
  ■ Identifying ways for SCIJ to improve based on feedback, and implementing that feedback into new methods
  ■ Developing materials (emails, reports, etc.) to show SCIJ has acted upon feedback

Qualifications and Skills

SCIJ is looking for a Program Manager with lived experiences in immigrant communities and a passion for immigrant justice. The ideal candidate should be articulate, thoughtful, enthusiastic, flexible, self-motivated, dependable, responsible, and creative. In addition, the ideal candidate would be someone committed to abolition, who understands the immigration system as a racist structure, and is invested in power building. Qualifications and skills include:

● 1-2 years of direct experience working with college students AND/OR working in immigration legal services, with a strong preference for candidates with experience working in immigrant communities. Preference will be given to candidates with experience in both, though it is not required that applicants have experience in both areas.
● Experience working in grassroots community groups
● Strong preference for candidates who have experience in organizing, law, and/or education
● Leadership and coordination experience and skills
● Deeply self-motivated
● Growth mindset and a commitment to reflective practice
• Strong interpersonal skills, including excellent written and verbal communication
• Proven track record of exceptional relationship-building both internally and externally.
• Must have experience with Google Suite (GMail, Drive, Docs, Sheets, Forms)
• Must have access to a car or other mode of transportation to travel to Worcester, MA, Providence, RI, Boston, MA, and (potentially) Hartford, CT
• *If you’re interested in this position but feel that you do not or may not have the experience necessary, we’d still love to chat with you*

**Physical Requirements**

• Needs to be able to occasionally move about inside the office to access file cabinets, office machinery, etc
• Needs to be able to constantly operate a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer
• Needs to be able to frequently communicate with students, staff, and community partners. Must be able to exchange accurate information in these situations.

The above information outlines the general nature and level of work performed by employees within this position. It is not designed as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job; nor is it a contract for employment. SCIJ will make reasonable accommodations as they relate to the Americans with Disabilities Act (ADA).

Regarding COVID-19: SCIJ considers the health and safety of our community of the utmost importance, and due to the ongoing COVID-19 pandemic, and subject to state and local laws, SCIJ’s policy requires that all employees performing in-person work with SCIJ are fully vaccinated. For the purpose of this policy, fully vaccinated indicates that you have received a single dose of the Janssen vaccine or both doses of the Moderna or Pfizer vaccine, and one dose of the booster vaccine. Certain exemptions may be requested and will be considered.

**How to Apply**

To apply, please send your resume to info@SCIJimmigration.org and put “Program Manager - [Your Name]” in the subject line. In addition to including your resume, please share responses to the following 2 questions (max 200 words each): (1) *Why is immigrant justice important to you?*; and (2) *Why do you want to join SCIJ as the Program Manager.*
You may also include a cover letter, however, this is optional. If you are looking for resources on formatting your resume or cover letter, you can optionally use one of these resources: Hiatt Career Center, BHCC Career Advising, and Indeed.com.

If you have any questions, please contact info@SCIJimmigration.org and put “Program Manager - [Your Name]” in the subject line.

**Interview Process**

1. Initial meeting with Executive Director
2. Second meeting with SCIJ staff and constituents
3. Final offer meeting with Executive Director

SCIJ is seeking to have this position filled immediately.