

Ethiopian Community Development Council, Inc.
901 S. Highland Street • Arlington, Virginia 22204

JOB ANNOUNCEMENT

Position: Immigration Law Network Training & Technical Assistance Provider
Department/Division: Community Integration Programs
Reports to: Associate Director of Community Integration Programs
Status: Full Time
Location: Arlington, Virginia

Job Overview: Under ECDC's Preferred Communities (PC) program, this position provides training and technical assistance related to U.S. immigration laws and application processes to ECDC's affiliates, branch offices and community partners implementing activities under the Afghan Supplemental Appropriations (ASA) funding. They support the sites through mentorship and training to build strong capacity, assesses network needs and map existing resources; assists local sites in screening and sorting out cases that need immigration-related support, assists in identifying partners at local sites including pro bono lawyers, volunteers and attorneys; trains and provides ongoing support to the pro bono lawyers, actively participates in ECDC and ORR calls and meetings related to immigration legal assistance. This staff is well-versed in immigration law and is able to train and mentor on an ongoing basis.

KEY RESPONSIBILITIES

- Supports ECDC affiliate sites by identifying, locating, connecting them to pro-bono or affordable lawyers who will assist Afghan arrivals with legal services to apply for adjustment of status.
- Acts as liaison between ECDC, affiliate, and legal offices to provide technical support and contextual support for pro- and/or low-bono services for Afghan clients.
- Creates trainings for a wide breath of audiences including legal and non-legal staff to assist clients appropriately and professionally.
- Creates resources for affiliate legal services positions and provides additional onboarding and regular training and technical assistance across the ECDC network.
- Ensures affiliates have the most relevant and up-to-date information.
- Ensures clients receive legal assistance beyond the program period through partnership agreements for pro-bono services.
- Conducts training needs assessment of affiliate and branch offices prior to designing trainings.
- Conducts pre and post training assessments of affiliate participants and follows up on additional questions from participants.
- Participates in inter-agency working groups and other initiatives to promote legal aid provision to Afghan arrivals.
- Handles inquiries from ORR or other partners and develops materials for affiliates use.
- Tracks outputs and results, and prepares success stories and reports.
- May serve as a team member for other assigned tasks under the program.

QUALIFICATIONS

- A U.S. law degree or Certificate in Paralegal Studies.

- A minimum of three years of experience working at an immigration law firm, legal department of a company, or non-profit organization providing immigration-related legal service or the U.S. government dealing with immigration-related legal issues.
- Familiarity with how the pro-bono legal service sector operates is desirable.
- Some knowledge of domestic refugee resettlement, overseas refugee processing, and/or refugee and immigration policy issues will be useful.
- Must be a self-starter and motivated individual for the new position that has been created.
- Excellent interpersonal and communication skills and the ability to maintain effective and satisfactory working relationships with people from diverse cultures across all levels of the organization.
- Superior analytical skills, attention to detail, and strong work ethics.
- Ability to maintain confidentiality of financial and other sensitive information.
- Capacity to work under pressure, prioritize multiple tasks, and meet inflexible deadlines.
- Proficiency in computer software particularly Microsoft Outlook, Excel, Access, Word and accounting software packages.
- Must be legally authorized to work in the United States.

BENEFITS: ECDC offers an excellent benefits package including health, dental, life, and disability insurance, paid holidays and vacations, as well as a generous retirement plan.

TO APPLY: Please submit (1) a cover letter; (2) a résumé; and (3) a short writing sample (2-3 pages) and (4) salary requirement to Human Resources, Ethiopian Community Development Council, Inc. via Email at hr@ecdcus.org.

No telephone inquiries. Only those who submit the four (4) required items above will be considered for review, and qualified applicants will be contacted for an interview.

ECDC is an Equal Opportunity Employer.