



## Advocacy Coordinator

*(3-month paid engagement)*

**Dilley, Texas**

### Summary

The **American Immigration Council** is a non-profit organization established to increase public understanding of immigration law and policy, advocate for the just and fair administration of our immigration laws, protect the legal rights of noncitizens, and educate the public about the enduring contributions of America's immigrants. The Council has significant experience leading advocacy and litigation efforts to challenge unlawful asylum, detention, and deportation policies, including its collaborative work at the Artesia, New Mexico family detention facility, which was closed in late 2014, and its ongoing work at the Dilley family detention center. The Dilley Pro Bono Project provides direct legal services to the hundreds of women and children detained in the country's largest family detention center in Dilley, Texas.

The Council has an immediate opening for an **Advocacy Coordinator** for the Dilley Pro Bono Project. The Advocacy Coordinator will play a leading role in our on the ground operations and the management of volunteers assisting mothers and children detained in **Dilley, Texas**. The Advocacy Coordinator will also assist with the compilation of data to ensure due process for detained family and, ultimately, to end family detention. A commitment to advocating for the rights of asylum seekers, in addition to the ability to work long hours, including some weekends, is required. The Advocacy Coordinator will be co-supervised by the Director of the Dilley Pro Bono Project, who manages day-to-day operations on the ground, and a representative of the American Immigration Council, to whom s/he will report on a weekly basis to discuss progress on advocacy goals and to provide updates from the ground.

### Responsibilities:

- Collect data and declarations to track issues of concern for advocacy and litigation purposes;
- Meet regularly with representatives from the Council to provide updates and discuss advocacy priorities.
- Participate in regular advocacy strategy and communications meetings and calls;
- Case management assistance (data management and collection);
- Orient, train, and manage volunteers;
- Liaise with national and local NGOs and governmental agencies;
- Speak on behalf of the Dilley Pro Bono Project;

### Requirements and qualifications:

- **Education and/or experience:** Some legal experience is preferred; Masters, JD, or college degree with substantial experience
- **Language skills:** Spanish proficiency is required for this position
- **Computer skills:** Proficiency in Microsoft Word and Excel essential
- **Other skills:** Knowledge of immigration law, strong interpersonal and communication skills, experience managing multiple projects a plus, past experience working with asylum seekers or vulnerable populations preferred
- **Relocation to Dilley, Texas required**



**To apply**

Please email your resume and letter of interest to [hr@immcouncil.org](mailto:hr@immcouncil.org) and include “Advocacy Coordinator” in the subject line. Prospective start date is March 20, 2017, or as soon as possible thereafter. We are accepting applications on a rolling basis until the position has been filled.