



JOB ANNOUNCEMENT

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EDUCATION & RESOURCES ASSISTANT

We are -

Headquartered in downtown, Washington, DC, the **American Immigration Lawyers Association (AILA)** is a nationally recognized and respected organization with over 14,000 attorney members who practice and teach immigration law. For our membership, we provide advocacy, continuing legal education, practice resources, professional services and expertise.

Founded in 1946, AILA's mission is to promote justice, advocate for fair and reasonable immigration law and policy, advance the quality of immigration and nationality law and practice, and enhance the professional development of its members.

Your role -

Our Education and Resources Department administers content for the association's educational programs, including continuing legal education (CLE) conferences, audio and web seminars, podcasts, new online CLE initiatives, CLE administration, and conference publications.

As the Education & Resources Assistant, you will be responsible for but not limited to 1) providing customer service support to members and practitioners seeking information relating to AILA's Education & Resources, 2) providing administrative support to the Continuing Legal Education program, 3) providing administrative and program support to the Distance Learning program and 4) providing administrative support for logistical matters related to the AILA Annual Conference and other conferences as needed.

Your background -

To perform successfully in this role, incumbent should be customer service minded, must have strong written and oral communication skills, excellent proofreading skills, careful attention to accuracy and detail, be a flexible team player, have the ability to juggle multiple tasks and prioritize effectively and portray strong organizational skills. An Undergraduate degree and 1-3 years professional experience is required. Prior experience as a paralegal, legal assistant, executive assistant or immigration law office admin is a plus. Knowledge of the practice of immigration law is highly desired.

Our workplace -

We offer a dynamic and collaborative work environment. AILA received recognition as a **50 Best Places to Work** by *Washingtonian Magazine*, and one of the **Principal 10 Best for Employee Financial Security**. Our diverse membership is comprised of knowledgeable, compassionate, and dedicated professionals who constantly work to navigate the complex practice of immigration law.

To apply -

We invite qualified applicants to submit **cover letter, resume and salary requirement** to: AILA-EDUCASST, hr@aila.org. Please include in your cover letter any information related to your interest in this position not reflected in your resume. NOTE: Cover letters will be used as writing samples.

Applications will be accepted and considered on a rolling basis until the position is filled. However, interested candidates should submit applications as soon as possible.