



THE NEW YORK IMMIGRATION COALITION

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www.thenyic.org

POSITION AVAILABLE: Director, Immigration Advocacy and Training

The New York Immigration Coalition (NYIC) is an umbrella policy and advocacy organization for over 150 groups in New York State that work with immigrants, asylees and refugees. The NYIC successfully brings together multi-ethnic, multi-racial, and multi-sector constituencies to pursue common goals. These include: advocating for equitable immigration policies; improving immigrants' access to services and public agencies; combating discrimination and ensuring civil rights protections; educating both newcomer communities and the public-at-large about immigration issues; encouraging immigrant civic and electoral participation; and fostering an improved quality of life for New York's diverse newcomer communities. Over the past fifteen years, the NYIC has emerged as the leading advocacy group in New York State on immigrant and refugee community issues. Through regular meetings of task forces and working groups, and frequent communications on urgent issues, the NYIC mobilizes its network to respond quickly and effectively to policy challenges and community problems.

Position: Director, Immigration Advocacy and Training (Full-Time)

Responsibilities:

- Direct a statewide training program on law and policy affecting immigrants, asylees and refugees with four major components: 1) trainings directed to attorneys, accredited representatives, and the staff of governmental and community-based organizations, 2) community education events for members of immigrant, asylee and refugee communities, 3) technical assistance to legal and social service providers, 4) the creation and dissemination of multi-lingual outreach materials. Supervise training program staff and participate in the creation of curriculum and materials for, and presentation of seminars, workshops and community education events. Supervise and participate in the creation of outreach materials. Provide and oversee provision of technical assistance. Coordinate and monitor the work of the training program subcontractor and outside trainers. Draft reports to public and private funders on the status of contractual obligations under the training program. Oversee the provision of Continuing Legal Education credits to attorneys and ensure compliance with New York CLE guidelines and reporting. Draft and submit proposals for funding the training program to public and private entities.
- Analyze, monitor and compile updates on proposed and actual changes in federal, state and city laws and regulations that impact New York State's immigrant, refugee or asylee communities. Design and implement of advocacy campaigns on key legislative or other community concerns.
 - Supervise three staff members in immigration advocacy, training and outreach.
- Coordinate regular liaison meetings between local legal service providers and the New York and New Jersey USCIS Asylum Offices. Oversee the production and dissemination of minutes from these meetings. Meet with national USCIS on issues on nationwide impact such as the redesign of the exams in the naturalization process.
 - Participate in and supervise the maintenance of relevant portions of the NYIC website.
- Assist in the coordination of community and special events, media work, the compilation of program reports, and other tasks necessary to advance the organization mission of the NYIC.

Qualifications: JD and admission to a state bar required. 8-10 years of direct immigration legal experience. Significant experience in immigrant-related policy and advocacy strongly preferred. Management experience strongly preferred. Excellent writing, analytical and supervisory skills. Excellent teaching and public speaking skills. Strong organization, communication and computer skills. Ability to work cooperatively with diverse staff and a myriad of community organizations. Demonstrated ability to prioritize and handle multiple, complex tasks. Spanish speaker preferred.

Salary: Commensurate with experience.

Deadline: APPLY IMMEDIATELY, BUT NO LATER THAN SEPTEMBER 29, 2006. Only those offered interviews will be contacted.

To Apply: Mail, email or fax cover letter, resume and salary history to:
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NO PHONE CALLS PLEASE