

Job Title	Project Coordinator
Employer/ Agency	The Dilley Pro Bono Project
Job Description	<p>DURATION: 3 months with possibility of extension up to 6 months on month to month basis, after initial 3 month period.</p> <p>TARGET START DATE: January 1, 2017</p> <p>POSITION SUMMARY The Dilley Pro Bono Project seeks an energetic and passionate individual to serve as a contract Project Coordinator</p> <p>This position will be based in Dilley, Texas near San Antonio</p> <p>The Project Coordinator is responsible for all aspects of the volunteer program, including recruiting, scheduling, coordinating, processing, educating and training volunteers to participate with the Dilley Project.</p> <p>The Project Coordinator will be the initial point of contact for all individuals interested in volunteering and learning about the Dilley Project, and will effectively communicate the goal of the Project, the need for volunteers and the work involved.</p> <p>The Project Coordinator will also be responsible for maintaining systems for tracking, coordinating and organizing volunteers. Experience and skill as a leader and organizer of volunteers is preferred. S/he will work closely with other Dilley “on the ground” (OTG) staff and also with the national offices of the partner organizations, and will serve as the liaison between staff and potential volunteers, often identifying and communicating emerging issues and timely developments. At times, the pace of work is fast and the flow of inquiries and information nonstop, the Project Coordinator must be able to work competently in this situation and be able to assess and balance the demand of work.</p> <p>The Project Coordinator will understand the role and importance of volunteers to the Dilley Project and will work towards building and fostering relationships to encourage retention and commitment from volunteers. The current contractor for the past year is joining the</p>

AILA staff in Washington, DC, and will be a liaison for this contract.

Housing is provided

DELIVERABLES

The Dilley Project contract Project Coordinator shall be responsible for the following deliverables:

- Coordinating, organizing and scheduling volunteers in weekly shifts
- Working with other OTG staff to coordinate staff and volunteers' weekly schedules
- Maintaining and revising the online volunteer registration portal and volunteer information packets
- Reaching out to and communicating with potential volunteers, sharing details about the project and answering logistical questions
- Collaborating effectively with people of diverse backgrounds and wide ranging knowledge of immigration law
- Maintaining and updating volunteer information in a central database available to both OTG staff and national offices
- Preparation and delivery of weekly pre-orientation material and resources to volunteers
- Collecting and organizing security clearance information from volunteers in a safe location
- Working with Managing Attorney to make sure volunteers have adequate office resources, and to keep the Dilley
- Project running on budget
- Developing relationships with communities and organizations to attract more volunteers to the Dilley
- Project

Qualifications

- 4-year degree
- Two years of experience
- Bi-lingual, English/Spanish preferred
- Familiarity with immigration law, asylum and removal defense a plus
- Familiarity with, and passion for, immigrants' rights, Central American Humanitarian Crisis, and ending family detention

Salary/Hours

Temporary 4 month with potential extension to 6 months

Employer/Agency	The Dilley Pro Bono Project
City, State, Zip	Dilley, TX
Contact Person	Susan Marks
Email Address	smarks@aila.org
Application Method	Qualified and interested individuals should submit resume, and desired monthly contract rate, in confidence to Susan Marks at smarks@aila.org

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