

Job Title	Volunteer Coordinator
Employer/ Agency	American Immigration Council
Job Description	<p>As the Volunteer Coordinator for the Justice Campaign you will be based in Dilley, Texas engaging volunteers in opportunities to receive training, to represent detained immigrants (or serve in a supporting role on a legal team), and to advocate for the due process rights of non-citizens. Ultimately, connecting volunteers to detained immigrants who would otherwise go unrepresented.</p> <p>The Volunteer Coordinator manages all elements of volunteer activities in Dilley, Texas, including recruitment, engagement and retention and on-the-ground support of pro bono attorneys, law students, paralegals, interpreters, and other volunteers. You will execute the engagement ladder and manage the volunteer community on the Immigration Justice Campaign website, communicate regularly with volunteers, and track and report on volunteer engagement.</p> <p>Our expectations for this position include but are not limited to:</p> <ul style="list-style-type: none">• Work with other Dilley, Texas partners to design a recruitment and engagement strategy for attorney and non-attorney volunteers, including conducting assessments of current volunteers and the nature of their interest and ability to volunteer• Track and survey volunteers' experiences and their engagement with the Campaign's missions and objectives;• Manage volunteers and their relationships with Campaign projects focused on the Dilley detention facility;• Provide on-site support to volunteers in Dilley, Texas;• Connect volunteers with the appropriate opportunities and resources;• Consult with volunteers on cases and prepare clients for Interviews and IJ Reviews,• Communicate with volunteers pre-arrival and provide information to ensure volunteers are prepared for their volunteer experience.

Qualifications	Your Background <ul style="list-style-type: none"> • Undergraduate degree • 1-3 years' experience successfully building capacity through strategic volunteer engagement, ideally within the legal community • Prior volunteer outreach experience required • Demonstrated creativity in volunteer outreach through multiple media (including social media) and experience using volunteer management systems and online community platforms • Possess excellent written and oral communication skills • Bilingual skills necessary and an understanding of multi-cultural communications desirable.
Salary/Hours	<ul style="list-style-type: none"> • Full Time, DOE
City, State, Zip	Dilley, Texas
Application Method	Apply at https://aic-1.jobsoid.com/j/13592/volunteer-coordinator
Opening Date	Immediately

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.