

Job Title	Legal Assistant/Office Manager, Refugee Representation Job ID 818279
Employer/ Agency	Human Rights First (Houston office)
Job Description	<p>As part of our long-term commitment to human rights and legal representation, Human Rights First is currently expanding its pro bono legal representation work to respond to the increased numbers of unaccompanied children and children with families crossing the U.S.-Mexico border. Many of these children have viable refugee claims and/or are eligible for other types of protection-based immigration status. As part of this work, we are seeking a Legal Assistant/Office Manager for our Houston, TX office. <i>This position is for a minimum 12-month period, with a possible extension pending additional funding.</i></p> <p>The Legal Assistant/Office Manager will support the launch of a representation initiative with our Houston, TX office for cases of immigrant children and families in the Houston area. S/he will work closely with in-house and pro bono attorneys who represent children in asylum and Special Immigrant Juvenile Status (SIJS) cases, and will support pro bono legal representation work more broadly. S/he will handle the complex administrative details of the legal representation work; schedule, coordinate and conduct initial interviews in detained and non-detained settings with children and others seeking legal representation; assist with outreach efforts of the refugee representation team; and handle this complex process confidentially and competently. S/he will also manage the administrative details in the day-to-day operation of the Houston office, including the ordering of supplies, the hiring of interns and coordination of related details, the coordination with our IT staff on technology issues, and covering the reception desk as needed.</p> <p>MAJOR DUTIES & RESPONSIBILITIES:</p> <ul style="list-style-type: none"> • Assist in managing the administrative/clerical needs of the refugee representation work: <ul style="list-style-type: none"> ○ the coordination of schedules and compiling informational packets and case summaries ○ data entry, updating, maintenance, and retrieval, including the entry of new cases and contacts into the database, and coordinating with the information services department on database and technology issues ○ maintain and organize electronic files, hard copy files, correspondence files, legal and policy publications, and legal representation files ○ coordinate meetings and agendas • Assist in responding to inquiries and requests for assistance from asylum-seekers, including scheduling, coordinating, and conducting initial screening interviews; • Perform in-depth, detailed interviews in-house and at area detention facilities with potential clients, who are often victims of torture and human rights abuses; conduct country research; • Assist in placing accepted cases with appropriate volunteer attorneys; communicate in a responsive and efficient manner with volunteer attorneys, other human rights organizations, and the public; organize legal trainings and assist in the provision of support for volunteer attorneys; • Help with outreach and advocacy objectives, including assistance with web materials, written materials, coalition-building, newsletters, and e-advocacy; • Assist in developing and building a Houston-based pro bono attorney network and in maintaining strong relationships with local law firms and volunteer attorneys that have

	<p>already established relationships with Human Rights First;</p> <ul style="list-style-type: none"> • Assist in promoting Human Rights First's mission and work by organizing and participating in local community events, promotional events, and other professional networking events, when needed, that will increase the organization's profile in the Houston community. Assist with positive messaging efforts that will aid Human Rights First in successfully integrating into Houston's service provider community; • Assist with the hiring, orientation, and supervision of interns and assuring that these volunteers are used as quality resources for the Refugee Protection initiative; • Assist with foundation reporting and maintenance of relevant statistics; • Contact volunteer attorneys to obtain updates on asylum cases, recognizing their work on successful cases, and coordinating the case closure process; • Assist in overseeing general office operations, and coordinate, as necessary, with staff in New York, NY and Washington, DC to resolve operational issues in a timely fashion; • Other duties as requested based on department and/or organizational need
Qualifications	<ul style="list-style-type: none"> • A Bachelor's degree and at least one year of post-college working experience in a related field, with previous experience working with asylum-seekers or refugees strongly preferred; • Demonstrated excellence in written and oral communication, with advanced research and analytical skills • Superb organizational skills, including the ability to manage numerous tasks simultaneously, work under pressure, and meet deadlines • Capacity to take initiative, prioritize duties, and work independently while functioning as a member of a team • Ability to communicate patiently, respectfully and empathically with individuals from a variety of backgrounds • Excellent technical skills, including Microsoft Office, database, E-mail (Outlook), Internet navigation, and computer/PDA troubleshooting skills • Good judgment and attention to detail • Valid driver's license/ability to travel regionally by car to area immigrant detention centers on a periodic basis (mileage is reimbursed) • Fluency in Spanish required (reading and writing) • Fluency in other relevant second languages (Mandarin, French, Arabic and/or others) a plus.
Salary/Hours	Competitive with comprehensive benefits package. This position is for a minimum 12-month period, with a possible extension pending additional funding
Address	1303 San Jacinto Street, 9th Floor, Houston, TX, 77002
Telephone	(713) 955-1360
Fax	(713) 955-1359
<div> UNIVERSITYof HOUSTON GRADUATE COLLEGE of SOCIAL WORK </div>	

Application Method	<p>APPLICATION PROCESS: Please complete the online application found at our website www.humanrightsfirst.org under ABOUT/ CAREERS links. You will be requested to provide:</p> <ul style="list-style-type: none"> • Resume (upload) • Cover letter (secondary upload*) • Names and contact details for three (3) references (enter online) <p><i>* After completing the initial application and uploading your resume, please select VIEW PROFILE and UPLOAD ATTACHMENT to upload additional documents. You can also log into your profile from the top of the Job Opportunities page. When logged into your profile, you can upload cover letter and any other relevant documents by selecting UPLOAD ATTACHMENT at the top of the page.</i></p> <p>Applicants will receive a confirmation email with their username and password once they've created a profile. Please keep this information to access your application and make changes at any time. Only selected applicants will be contacted for phone or in-person interviews. NO PHONE CALLS, PLEASE.</p> <p>SUBMISSION DEADLINE: September 12, 2014. Applications will be considered on a rolling basis; applicants are strongly encouraged to apply early.</p> <p>Human Rights First is a non-profit, nonpartisan international human rights organization based in New York, Washington, DC, and Houston, TX. We build respect for human rights and the rule of law to help ensure the dignity to which everyone is entitled and to stem intolerance, tyranny, and violence.</p> <p>Human Rights First is committed to recruiting, retaining, developing, and promoting staff across all programs and departments from a diversity of backgrounds, including members of racial and ethnic minorities, LGBTI people, people with disabilities, people of all socioeconomic backgrounds, people of all nationalities, and veterans of the U.S. Armed Forces. We believe that a diverse staff and an inclusive work environment that welcomes a range of perspectives help make our advocacy work stronger and more effective.</p> <p style="text-align: center;">www.HumanRightsFirst.org</p>
Opening Date	08/28/14

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.