



TITLE: Director of Pro Bono Services
LOCATION: Austin Office
REPORTS TO: Co-Executive Directors
TYPE OF POSITION: Full-time
FLSA STATUS: Exempt.

SUMMARY:

Under the supervision of the Co-Executive Directors, the Director of Pro Bono Services will be responsible for managing American Gateways' pro bono program. Duties recruiting pro bono attorneys and firms, screening cases for placement and providing high quality legal services for immigrants seeking relief before U.S. Citizenship and Immigration Services (USCIS) and the Immigration Court. The Director of Pro Bono Programs will identify, recruit, and train potential pro bono attorneys, place cases, provide mentorship, and place cases with mentors. The Director of Pro Bono Services will also maintain a docket of cases, assist with know your rights presentations to unrepresented detained immigrants, and be required to maintain an up-to-date pro bono program database,, and provide reports as required. In addition, the Director of Pro Bono Services will think strategically about how to grow pro bono opportunities and leverage the program to support the organization's advocacy, communications, and development goals. Other responsibilities of the position include supporting the Co-Executive Directors and management team in organizational development

MAJOR DUTIES AND RESPONSIBILITIES:

- Manage Pro Bono Services and outreach for the organization
- Screen potential clients for eligibility for services and place with pro bono attorneys
- Recruit and train Pro Bono Attorneys and Firms, provide mentorship, and pair pro bono volunteers with in-house mentor attorneys
- Represent eligible immigrants before USCIS and the Immigration Court
- Assist in providing know your rights services to detained individuals, including placement of pro bono referrals
- Maintain current database of caseload and program activities and provide statistical and grant reports as needed
- Other duties, as required

WORK EXPERIENCE/SKILLS:

- Experience in broad areas of immigration law and working with marginalized communities
- Ability to take initiative, work collaboratively, and communicate effectively in a remote team
- Excellent time-management skills, including the ability to prioritize tasks and meet deadlines and the ability to respond to changes quickly and effectively, and with flexibility
- Detail-oriented and organized, with ability to creatively and problem solve
- Good communication skills and ability to adapt
- Fluency in language other than English a plus (Spanish preferred)

REQUIRED EDUCATION/QUALIFICATIONS:

- JD from accredited university
- Bar Admission in any US state

BENEFITS: A position with American Gateways includes the following benefits:

- Full coverage health, dental/ vision insurance, with options for employee contribution to a deluxe plan.



- Full coverage for life insurance and short/long-term disability.
- Retirement benefits package
- Flexible Spending Account/Health Spending Account
- Paid time off, sick/medical leave, paid holidays plus a bonus extended holiday during the December holidays.
- Parental leave and bereavement leave.
- Employee training budget that renews yearly
- Flexible hybrid work plan

SALARY: Salary for this position starts at \$62,000 and increases based on relevant experience and education. All offers are reviewed and approved by the Union.

APPLY: Please email resume to americangateways@gmail.com.

American Gateways is an Equal Opportunity, Affirmative Action Employer of all protected classes including veterans and individuals with disabilities. Women, minorities, veterans, and individuals with disabilities are encouraged to apply. If you have a disability and would like to request an accommodation in order to apply for a position with the American Gateways, please call 210-521-5429 or contact americangateways@gmail.com.