



Job Description

Volunteer Coordinator and Legal Caseworker

TITLE: Volunteer Coordinator and Legal Caseworker

REPORTS TO: San Antonio Manager

TYPE OF POSITION: Full time

FLSA STATUS : Non-Exempt

SUMMARY DESCRIPTION:

Under the direct supervision of a San Antonio Manager, the Volunteer Coordinator and Legal Caseworker is responsible for recruiting and training non-attorney volunteers and coordinating volunteer trainings and events. Examples of the types of non-attorney volunteer duties may include managing document translation, providing pro bono support, providing administrative support, assisting with event coordination and other duties as needed. The position requires coordination and communication with the Intern Team Lead and the Director of Pro Bono Services to manage AG's volunteer needs. The Volunteer Coordinator and Legal Caseworker will also work under the Legal Orientation Program (LOP) and the Immigration Court Help Desk (ICH) and will be responsible for providing pro se assistance at the detention centers and local immigration court and data entry and management as needed. Additionally, the individual will support attorneys with casework.

MAJOR DUTIES AND RESPONSIBILITIES:

- Recruit and Train AG volunteers
- Provide and coordinate trainings to community members in AG's service area
- Attend and/or coordinate attendance at community coalitions
- Update and maintain all outreach materials
- Support the organization with its social media presence
- Collaborate with attorneys and other support staff to determine agency needs, special projects, and areas where volunteers can support AG
- Compile monthly statistics from education and outreach sessions and track volunteer hours and assignments
- Draft and send monthly newsletters updating volunteers about current events and volunteer opportunities in the AG office
- Support the LOP program through the coordination of volunteers for translations, presentations, and intakes at the detention centers
- Support the ICH program through the coordination of volunteers for translations, presentations, and intakes at the immigration court
- Review all translations of supporting documents for LOP and all documents for attorneys
- Support intern coordinator with intern recruitment and training
- Attend volunteer recruitment events as needed
- Serve as backup for database entry as needed
- Support attorneys and/or DOJ Accredited Representatives with casework
- Always respects organizational confidentiality.
- Other duties as assigned.

REQUIRED WORK EXPERIENCE/SKILLS:

- Bilingual in Spanish and English.
- Excellent communication and writing skills.
- Excellent organizational skills and attention to detail.
- Dedication to and experience in serving low-income populations and a demonstrated commitment to pursuing social justice.



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REQUIRED EDUCATION & QUALIFICATIONS:

- Bachelor's Degree preferred
- 1-2 years of experience
- Will consider equivalent/extensive immigration experience as substitute for education requirement