

ASISTA Litigation Coordinator & Trainer

The ASISTA Litigation Coordinator and Trainer will work with Executive Director Gail Pendleton (and other staff, members, and allies) to identify, coordinate, and frame litigation issues affecting survivors of crimes seeking VAWA or U relief. As part of this effort, the consultant will also train ASISTA members on litigation fundamentals, recruit and coordinate a litigation mentorship system for those new to federal litigation, and provide individual technical assistance to members as they navigate the immigration and federal courts. As noted, we anticipate making this a staff position as soon as fiscally possible.

Responsibilities:

- Identify and coordinate existing and targeted litigation efforts on VAWA & U issues
- Develop and provide litigation training to ASISTA members, both webinars and in-person
- Develop and disseminate samples, practice advisories and other resources on litigating immigrant survivor cases
- Develop ASISTA pro bono litigation mentor system for members new to federal court litigation
- Identify and craft (or work with members and pro bono attorneys to craft) “best practice” arguments and amicus briefs on immigrant survivor issues for EOIR and the federal courts
- Work with ED and other staff to carry out organizational goals and financial responsibilities under the grant

Qualifications:

- Law degree (or DOJ recognition) plus five years' experience representing survivors on VAWA self-petitions and U visas
- Experience in immigration and federal court (not necessarily for survivors)
- Demonstrated ability to work under remote supervision
- Demonstrated ability to work in a team leadership model
- Excellent analytic, advocacy and communication skills
- Bi- or multi-cultural and -lingual candidates favored but not required
- Travel and attendance at in-person ASISTA events and board meetings may be required

Consultant Rate

Hourly rate = \$50/hour. First six months = 7.5 hours/week; second six months = 17.5 hours/week. Goal = full-time staff position by 2020.

Submissions:

Please email a cover letter, resume, writing sample, and references via **email by May 25**, to gail@asistahelp.org with "Application for Litigation Coordinator " in the subject line. Final candidates will participate in individual phone/online interview, entailing homework related to the job tasks. We hope to make the final hire by June 15.

Working for ASISTA

ASISTA consultants may work anywhere in the US; all ASISTA staff work out of their homes. Executive Director Gail Pendleton will supervise this new position and work with Senior Policy Counsel Cecelia Friedman Levin to train and coordinate their work with other staff.

ASISTA's mission is to advance the rights, dignity and liberty of immigrant survivors of violence. We are an Equal Opportunity/Affirmative Action employer, committed to excellence through diversity. We strongly encourage people of color, women, and members of other groups subject to historic and/or current discrimination and under-representation in U.S. society to apply.