

ASISTA Membership Mentor (consultant)

The ASISTA Membership Mentor will help Executive Director Gail Pendleton & Senior Policy Counsel Cecelia Friedman Levin develop and provide individual technical assistance, government liaison, webinar and in-person trainings, advisories, amicus briefs to the AAO and EOIR, and other services targeted to our private membership. We anticipate making this a full-time staff position as soon as fiscally possible.

Responsibilities:

- Provide individual technical assistance on immigration cases for ASISTA members
- Develop and provide training to ASISTA members, both webinars and in-person
- Develop and disseminate practice advisories on immigration issues of particular concern to ASISTA members
- Collect, edit and develop, as necessary, resources for members
- Assist in the resolving individual case problems with government decision-makers
- Develop ASISTA pro bono stable to support AAO and EOIR briefs
- Identify and craft (or work with members and pro bono attorneys to craft) amicus briefs to AAO and EOIR on immigrant survivor issues
- 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
- Some experience in immigration 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 ASISTA Member Mentor consultant" 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.