

JOB ANNOUNCEMENT BILINGUAL CHILDRENS' LEGAL ADVOCATE

The Tahirih Justice Center (Tahirih) is a growing national non-profit organization that supports the courage of immigrant women and girls who refuse to be victims of violence by providing holistic legal services and advocacy in courts, Congress, and communities. Through pro bono holistic legal services, community outreach and education and nonpartisan public policy advocacy, Tahirih protects women and girls seeking protection from gender-based human rights abuses such as domestic violence, sexual assault, human trafficking, female genital mutilation, honor crimes, and forced marriage. Tahirih is a Bahá'í-inspired organization and works to create a world where women and girls can live in safety and with dignity. Winner of the 2010 Meyer Exponent Award which recognizes outstanding nonprofit executive directors and the 2007 Washington Post Award for Excellence in Nonprofit Management, Tahirih has a staff of 46 with offices in Falls Church, VA; Houston, TX; and Baltimore, MD.

Position Summary: Tahirih is seeking to hire a Children's Legal Advocate for its Houston office. This Advocate will be hired as a 3 year full-time contract employee. S/he will work closely with a Staff attorney to assist unaccompanied children seeking lifesaving protections under US law. S/he will assist with intakes, social service referrals, pro-bono case placement to protect children survivors of violence from multi-cultural backgrounds.

Primary responsibilities will include:

Outreach and Intake

- Assist with outreach activities to identify unaccompanied immigrant children residing in the greater Houston area who are in need of legal assistance
- Deliver group Legal Orientation Programs for Unaccompanied Children at the Houston Immigration Court
- Manage service inbox, phones and emails to increase services provided to unaccompanied children
- Conduct telephone and in person intakes with children and when applicable, their sponsors.

Immigration and Family Law Program Support to serve Unaccompanied Children

- Organize/maintain client files and databases
- Provide general administrative support for Tahirih's Attorneys by preparing correspondence, answering phones, scheduling client appointments etc.
- Support case referral of cases to Tahirih's Pro Bono Attorney Network.
- Assist with the preparation of immigration applications and family law petitions
- Work alongside Tahirih's Volunteer Manager and Attorneys to help children access forensic doctors, forensic mental health professionals, and Amicus and Ad litem attorneys

Provide Unaccompanied Children Holistic Support

- Provide referrals for children to access adequate housing, medical care, school, food, transportation and other needs
- Work alongside Tahirih's Social Service team to ensure that unaccompanied children receive case management support

Other Tasks

- Generally promote Tahirih and its work

The ideal candidate will have the following qualifications:

- A college degree
- Spanish fluency is required
- Detail-oriented, with superior problem-solving, decision-making, organizational, and time-management skills
- Excellent English writing, research, and communication skills
- Experience living abroad or working with immigrant communities
- Informed interest in international children's rights
- Self-motivated, enthusiastic, and flexible
- Candidate will be asked to make a three year commitment to this position

Annual salary and benefits: Annual salary is competitive and dependent on experience. This position will be hired as a 3 year contract full-time employee. Generous benefits including: 15 days of paid accrued vacation during the first year (20 days of vacation after the first year), additional week of vacation between Christmas and New Year's, flex-spending account, sick and parental leave, fully-paid health and dental insurance coverage, 403(b) plan, in-house training programs, staff enrichment retreats and other professional development opportunities.

Submissions: Please email a cover letter, resume, and a list of three references to:

Human Resources Department
Tahirih Justice Center
1717 St. James Place, Ste. 450
Houston, Texas 77056
recruiting@tahirih.org

Please note: Candidates applying must have work authorization in the United States.

The Tahirih Justice Center is an equal opportunity employer which does not discriminate on the basis of race, national origin, religion, age, color, sex, sexual orientation, disability or veteran's status, or any other characteristic protected by local, state or federal laws, rules or regulations. Tahirih's policy applies to all terms and conditions of employment. Men are particularly encouraged to apply.