



IMMIGRANT LEGAL ADVOCACY PROJECT

## **Advocacy and Outreach Attorney**

Based in Portland, Maine, the Immigrant Legal Advocacy Project (ILAP) is Maine's only state-wide immigration legal aid organization. ILAP helps low-income immigrants improve their legal status and works for more just and humane laws and policies affecting immigrants. ILAP's work includes direct legal services for over 2,000 clients each year; education and outreach to immigrant communities and service providers; and systemic advocacy on local, state, and federal immigration law issues.

### **POSITION DESCRIPTION**

The Advocacy and Outreach Attorney is responsible for working on local, state, and federal systemic advocacy issues impacting Maine's immigrant community; conducting education and outreach on immigration laws and legal rights to Maine's immigrant community and other stakeholders; and coordinating communications on immigration issues and ILAP's work to partners, supporters, the public, and the media.

### **RESPONSIBILITIES**

- Monitor and analyze relevant activity related to immigration policy on the local, regional, and national levels.
- Coordinate a strong policy and advocacy agenda consistent with the organization's strategic plan and mission.
- Participate on coalitions and work groups related to immigration law and advocacy.
- Represent ILAP in the community to build and strengthen community relationships.
- Advocate on important immigration issues by: testifying before the legislature; meeting with local, state, and federal government officials; advocating with law enforcement; writing policy statements and sign-on letters, and other related activities.
- Conduct education and outreach to immigrant groups, service providers, stakeholders, and the public on immigration laws and legal rights, including immigration policy changes that impact Maine's immigrant community.
- Coordinate know-your-rights presentations to Maine residents detained by ICE, and conduct advocacy related to ICE enforcement and detention.
- Coordinate communications on immigration law and ILAP's work through regular email communications, social media, press releases, and op-eds.
- Participate in legal staff activities, including attending weekly legal staff meetings, in order to remain informed and updated on immigration laws and procedures.
- Perform other tasks as assigned by the Legal Director or the Executive Director.

## QUALIFICATIONS

- J.D. and member in good standing of any state bar.
- Prior experience with immigration law.
- Excellent interpersonal skills with a collaborative work style and ability to work well in coalitions with a variety of different stakeholders.
- Strong analytical, research, and writing skills.
- Ability to challenge and debate issues of importance to the organization.
- Ability to multi-task effectively, including having strong detail-orientation, planning, and organizing skills; and the ability to work well under pressure.
- Comfort in communicating with the media, legislators, and government officials.
- Demonstrated commitment to public interest law or to working with low-income populations, and an ability to work well with individuals from different cultures and with varying levels of English proficiency.
- Willingness to travel for meetings.
- Ability to work nights and weekends as needed.
- Language skills, especially Spanish, French, Somali, Arabic, or Portuguese, are desirable but not required.

## COMPENSATION

This is a full-time, permanent position. Compensation is commensurate with experience and includes a competitive benefits package.

## TO APPLY

Send cover letter, resume and writing sample by e-mail to Susan Roche, Executive Director, at [sroche@ilapmaine.org](mailto:sroche@ilapmaine.org). Review of applications will begin on June 12<sup>th</sup> and will continue until the position is filled.

ILAP is an Equal Opportunity Employer.