

The **Legal Services Coordinator** will support the work of *Human Rights First*'s Houston-based Refugee Representation team. S/he will work closely with in-house and pro bono attorneys who represent people seeking asylum and will support pro bono legal representation work more broadly. S/he will conduct initial interviews in detained and non-detained settings with people seeking legal representation; handle the administrative details of the legal representation work; schedule and coordinate client meetings; assist with outreach efforts of the refugee representation team; and handle this complex process confidentially and competently. S/he will also manage the administrative details in the day-to-day operation of the Houston office, including the ordering of supplies, the hiring of interns and coordination of related details, and coordinating with the organization's IT staff on technology issues.

MAJOR DUTIES & RESPONSIBILITIES:

- Assist in managing the administrative/clerical needs of the team's refugee representation work:
 - respond to inquiries and requests for assistance from asylum-seekers—including written requests from detained asylum seekers; and schedule, coordinate, and conduct initial screening interviews both by phone and in-person
 - compile information packets and case summaries
 - coordinate meetings and agendas
 - data entry, updating, maintenance, and retrieval, including the entry of new cases and contacts into the database
 - maintain and organize electronic files, hard copy legal representation files, and correspondence files
 - coordinate with the information services department on database and technology issues;
- Perform in-depth, detailed interviews in-house and at area detention facilities with potential clients, who are often victims of torture and human rights abuses; conduct country research to prepare for such interviews;
- Assist in placing accepted cases with volunteer attorneys; coordinate interpreters and experts for pro bono attorneys; communicate in a responsive and efficient manner with volunteer attorneys, other human rights organizations, and the public; organize legal trainings and assist in the provision of support for volunteer attorneys;
- Help with outreach and advocacy objectives, including assistance with web materials, written materials, coalition-building, newsletters, and e-advocacy;
- Assist in developing and building a Houston-based pro bono attorney network and in maintaining strong relationships with local law firms and volunteer attorneys that have already established relationships with Human Rights First;
- Assist in promoting Human Rights First's mission and work by organizing and participating in local community events, promotional events, and other professional networking events, when needed, that will increase the organization's profile in the Houston community. Assist with positive messaging efforts that will aid Human Rights First in successfully integrating into Houston's service-provider community;
- Assist with the hiring, orientation, and supervision of interns and assuring that these volunteers are fully and meaningfully engaged in team's work;

- Assist with foundation reporting, as well as maintenance and tracking of relevant statistics;
- Contact volunteer attorneys to obtain updates on asylum cases, recognize their work on successful cases, and coordinate the case-closure process;
- Manage the office's day-to-day functioning by overseeing general office operations; liaising with South Texas College of Law building operations; tracking financial records; distributing office mail; organizing and ordering supplies; maintaining printer, postage machine, and other office equipment; and coordinating with other non-profits that share our floor; and coordinating, as necessary, with staff in other Human Rights First offices to resolve operational issues in a timely fashion
- Other duties as requested based on team and/or organizational need.

REQUIRED KNOWLEDGE, SKILLS AND EXPERIENCE:

- A Bachelor's degree and at least one year of post-college working experience in a related field, with previous experience working with asylum-seekers or refugees strongly preferred;
- Demonstrated excellence in written and oral communication, with advanced research and analytical skills;
- Superb organizational skills, including the ability to manage numerous tasks simultaneously, work under pressure, and meet deadlines;
- Capacity to take initiative, prioritize duties, and work independently while functioning as a member of a team;
- Ability to communicate patiently, respectfully and empathically with individuals from a variety of backgrounds;
- Excellent technical skills, including Microsoft Office, database, E-mail (Outlook), Internet navigation, and computer troubleshooting skills;
- Good judgment and attention to detail;
- Valid driver's license/ability to travel regionally by car to area immigrant detention centers on a periodic basis (mileage is reimbursed); and
- Fluency in Spanish (reading and writing), other relevant languages (Arabic, French, and/or others) a plus

Apply Here: <http://www.humanrightsfirst.org/careers>