

Placement Organization Name	Volunteer Position Title	LVC Program City	Social justice focus that best describes...	Job Summary (a brief statement that stands...	Duties and Responsibilities (Top 5-7...
Capital Area Immigrants' Rights (CAIR) Coalition	(#7703)Legal Assistant--Detained Adult Program (CAIR Co-2021)	Washington, DC	Immigrants and Refugees	A legal assistant in the Detained Adult Program focuses on (i) the coordination and execution of visits to detention centers for the purpose of conducting know your rights presentations and intakes with detained adults, (ii) working with clients throughout the course of their removal proceedings, including assisting with paperwork and case preparation, and (iii) supporting the program's provision of services as a whole.	<ul style="list-style-type: none"> • Participates in preparation and breakdown of detention facility visits; and conducts detention facility visits throughout Virginia and Maryland (at least one per week), for the provision of Know-Your-Rights presentations and intake/follow-up • Participates in intake review, additional case research, and preparing cases for pro bono placement • Follows-up after intakes to evaluate eligibility for relief from removal, including legal research, securing criminal records, and obtaining additional information from family members • Ensure the inputting and accuracy of data and case information into shared databases in a timely fashion • Take part in stakeholder relationship activities, including in-person and telephonic meetings with community groups, governmental bodies and representatives, and other legal service providers • Help with the transfer of clients to other internal programs (e.g., NQRP, Lab, Safe Cities)
All Parks Alliance for Change	(#8530)Community Organizer	Twin Cities, MN	Housing and Homelessness	The community organizer works with manufactured (mobile) home park residents to identify community issues, unite residents around a common vision, and develop leaders who can influence decision makers, set the agenda, and win real changes for their communities.	<ul style="list-style-type: none"> • Tenant Hotline – Respond to calls, emails, and other contacts from residents who have questions about their rights and responsibilities and possible solutions to their issues and concerns. • Community Organizing – Help to organize around resident-defined issues and concerns. Conduct outreach to residents through social media, leafleting, or other methods. Help to plan and carry out meetings, educational workshops and webinars. Provide support and assistance to members and resident leaders. • HomeHelpMN Program – Provide information to manufactured home owners at risk of defaulting on their home loans, lot rent payments, property taxes, or other housing costs. Help residents to learn about and access the financial assistance provided by this federally-funded program of the Minnesota Housing Finance Agency. • Be available for other tasks as needed.

<p>Associated Catholic Charities, Inc., Esperanza Center</p>	<p>(#8542) Program Fellow, HEAL Refugee Health & Asylum Collaborative</p>	<p>Baltimore, MD</p>	<p>Immigrants and Refugees</p>	<p>This position works to build volunteer, procedural and service capacity to increase access to forensic physical and psychological evaluations, mental health care, and other services to survivors of torture and trauma seeking refuge in the United States. Working in collaboration with the Program Manager, this position helps to expand capacity and streamline operations at this innovative, first-of-its-kind clinic in the Baltimore area, in addition to supporting efforts to increase training in asylum medicine nationwide.</p>	<ul style="list-style-type: none"> - Manage client referral system from legal providers to the HEAL Refugee Health and Asylum Collaborative and asylum clinic scheduling, staffing, and other logistics - Support JHU HEAL Program Manager in coordinating between HEAL participating agencies (Johns Hopkins University, Catholic Charities Esperanza Center, Loyola University Maryland), community partners, HEAL program beneficiaries, and volunteers - Design a client satisfaction survey to track and assess patient outcomes and assist in program data tracking, monthly internal reports on clinic progress and annual reports to donors - Identify/develop relations with other agencies for immigrants, refugees, and survivors of torture and assist in updating and maintain HEAL's public-facing presence including website and social media accounts - Help HEAL clients with follow-up referrals to other agencies - Assist in maintenance of national asylum medicine training initiative (a collaboration among HEAL, UCSF Health and Human Rights Initiative, Yale/Society of Asylum Medicine, Harvard/Cambridge Health Alliance, and Physicians for Human Rights) and research related to this effort
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Knowledge, Skills, Abilities (needed to be...	Work Schedule	Work Hours: start and stop	Language Required
<ul style="list-style-type: none"> •Proficiency in Spanish oral and writing skills •Excellent time-management and detail oriented •Demonstrate basic understanding of relief eligibility to allow for meaningful contribution to client intake, follow-up, and casework with moderate supervision •Ability to skillfully and clearly present legal and proceeding concepts to detainees and clients with moderate supervision, including working with clients and their families/support community throughout the course of the case 	Monday-Friday	9am-5pm	English Spanish
<ul style="list-style-type: none"> • Required: Commitment to social and economic justice; strong interpersonal communication skills; can work as part of a team or independently and can take direction; able to organize tasks, manage time, and prioritize projects; basic computer skills (e.g. email, Word, etc.); and can work evenings/weekends as needed;. • Preferred (but not required): Community organizing experience, familiarity with housing issues, previous work in diverse communities, and Spanish language skills. 	Weekdays and some evenings	Monday-Friday, 9:00 am-5:00 pm	English

<ul style="list-style-type: none">- College graduate.- Experience working with immigrants, refugees, or other vulnerable populations preferred.- Must be available to travel to Baltimore 1-2 evenings per quarter (4-8 times per year) when HEAL asylum clinics occur, in coordination with HEAL Program Manager and site supervisor- Competency in a language other than English is preferred but not required.- Requires the ability to utilize computer systems and software necessary to perform position functions. Basic Windows PC, web browsing (e.g., Chrome, Edge, etc.), and Microsoft Outlook skills required. Other Microsoft Office application knowledge, such as Word, Excel, PowerPoint, Teams, and OneDrive important for position success.	Monday-Friday	9-5	English
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