



Labor-Based Immigration Relief Coordinator Job Description

ORGANIZATIONAL OVERVIEW:

Justice at Work is a Boston-based legal nonprofit founded in 2011 to support workers in low-wage jobs in exercising collective power. Justice at Work envisions all people realizing their voice and power on the job to ensure fair pay, safety, and dignity. To work toward that vision, we strengthen organizing by providing labor and employment legal services, training, and strategic guidance to workers' organizations.

POSITION OVERVIEW:

Justice at Work is seeking a candidate with experience in the immigrant workers' rights space, particularly in the intersection of law and organizing, to work closely over a twelve-month period* with our staff and our partners—organizations of workers in low-paying jobs and legal institutions, such as law school clinics, legal aid offices, private firms, and government agencies—to coordinate strategies that broaden labor-based immigration relief to support workers demanding dignity on the job. The position will report directly to our Director of Strategic Partnerships and work closely with Justice at Work's legal team, particularly our Executive Director.

* This position is currently tied to a specific one-year grant that the funder is not planning to renew. While Justice at Work is exploring making this permanent, and may have funds a year from now to retain the position, the current expectation is that this position will exist for only 12 months.

The ideal candidate will be:

- 1) Experienced with navigating the U.S. immigration system, including a working knowledge of labor-based immigration relief, specifically labor-based deferred action but also including U-Visas, and T-Visas;
- 2) Versed in supporting immigrant workers with compiling documents and filling out applications;
- 3) Familiar with workers' centers and/or other community-based organizations that support workers in low-paying jobs and/or legal actors that support the work of such organizations;
- 4) Committed to social, racial, and economic justice and Justice at Work's mission (stated above);
- 5) Familiar with (or have an interest in learning) employment and labor law, as well as immigration law as it relates to labor-based relief;
- 6) Able to work collaboratively with colleagues, take initiative, and work independently to meet multiple deadlines;
- 7) Adept at facilitating meetings and training, both internally and with ally organizations, often with a variety of stakeholders, interests, languages, cultures, etc.;

- 8) Comfortable and effective at creating new connections with immigrant workers, organizers, legal advocates, and other allies;
- 9) Skilled in communicating, specifically in articulating the intersection between workers' rights and immigration;
- 10) Multilingual with required fluent proficiency in Spanish; and working knowledge of one additional language such as Portuguese, Haitian Creole, Cape Verdean Creole, and/or Mayan K'iche.

RESPONSIBILITIES WILL INCLUDE:

- 1) Working closely with Justice at Work's staff to execute a work plan that builds, deepens, and innovates our use of labor-based immigration relief in support of our mission;
- 2) Coordinating with Justice at Work staff to train worker center members and staff in identifying and using opportunities to seek labor-based immigration relief;
- 3) Staying abreast of developments in both immigration and employment/labor law, especially as it impacts labor-based immigration relief for workers in low-paying jobs;
- 4) Identifying and/or helping to cultivate and maintain a referral network of a) private attorneys, who are willing to provide their services at a rate that workers in low-paying jobs can afford; b) pro bono attorneys; c) legal aid attorneys; and d) law school clinics;
- 5) Coordinating immigration legal services clinics and tracking the status of clinic-generated applications. This may include following up with workers to make sure they understand the process and have support communicating with immigration authorities regarding any mailing or address issues, requests by Immigration for further evidence, and other issues that may arise;
- 6) Attending meetings with worker centers, legal allies, and/or relevant coalition groups as necessary, including attending Zoom calls and conferences with the staff of organizations across the country to exchange learnings and best practices;
- 7) Supporting advocacy efforts with labor agencies and immigration authorities to push them to maintain labor-based immigration relief policies;
- 8) Performing all programmatic work with a commitment to Justice at Work's fundraising and reporting needs, including:
 - a) recording data on all programmatic work;
 - b) capturing feedback and testimonials from stakeholders;
 - c) attending meetings with supporters (foundations, individual donors, law firms, etc.);
 - d) supporting development staff's drafting of reports and applications to funders;
 - e) assisting with Justice at Work fundraising events.
- 9) Occasional evening/Saturday work and travel across the Eastern MA, RI, and Eastern CT region.

COMPENSATION and BENEFITS:

The base salary range for this position is \$60,000 to \$80,000 commensurate with experience. Justice at Work also offers a generous benefits package that includes:

- ❖ a 401K retirement plan (up to 4% employer match);
- ❖ health insurance (80% employer paid) effective upon hiring;

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- ❖ dental, vision, and life insurance (100% employer-paid);
- ❖ flexible spending accounts for health-related, child care, commuter, and parking costs;
- ❖ paid vacation, wellness, personal time, and parental leave;
- ❖ hybrid scheduling (expectation of two days per week in the office);
- ❖ ten paid holidays and an end-of-the-year one-week shutdown;
- ❖ \$1,500 per year for professional development;
- ❖ paid 12-week sabbatical after seven years of service.

All interested candidates, please send a cover letter and resume to jobs@jatwork.org by January 12, 2024.

Justice at Work is an equal opportunity employer. We are committed to hiring staff reflective of the communities we support. Women, individuals with disabilities, LGBTQ individuals, people of color, and people who speak English as a second language are encouraged to apply.