



Southwest Detroit Immigrant and Refugee Center

Legal Director

Job Description

The Southwest Detroit Immigrant and Refugee Center (SWIRC) provides free and low-cost legal services to underserved communities in the Detroit area, particularly for immigrants and refugees. The Legal Director serves a key position in managing our legal caseload, supervising the Pontiac Legal Clinic and working with staff and volunteers to serve our mission of making the Detroit area a more welcoming place for recent immigrants and persons seeking asylum.

Qualifications

The Legal Director should possess the following qualifications at a minimum:

- Valid credentials with the Michigan State Bar association;
- Experience with public interest law;
- Experience or education in immigration law or in-depth experience with the U.S. immigration system;
- Proven success managing a large workload effectively;
- Attention to detail is very important for this position. If you are applying, please add a "P.S.:" to your cover letter and briefly tell us about a meaningful cross-cultural experience you've had.

The ability to communicate in Spanish, Arabic or French is helpful.

Work areas

Under the guidance of the Board of Directors and the Executive Director, the Legal Director will:

- Manage and delegate SWIRC's active caseload between staff and qualified volunteers;
- Create and monitor the SWIRC Legal Docket that provides information and due dates for ongoing SWIRC cases to be sure all deadlines are met;



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- Assume primary supervision of staff and volunteers at the Pontiac Legal Clinic;
- Act as a legal consultant at the Southwest Legal Clinic;
- Assist at the Eastside Legal Clinic as requested;
- Provide visible, motivating leadership with staff and volunteers;
- Provide legal representation to clients at Immigration Court, state and local courts, and before administrative bodies on an as-needed basis;
- Act as a public voice for SWIRC's mission with directors, staff, partners, clients, community members, civic leaders, media outlets and others regarding legal services for immigrants, refugees, and other disadvantaged communities as requested;
- Assist in fundraising efforts and marketing campaigns on an as-needed basis;
- Participate in continuing education,
- Other tasks as determined by the Board of Directors or the Executive Director.

Terms

- Timeframe: ~20 hrs/week
- Compensation: \$25,000/year, disbursed one payment per month
- Additional compensation for "referral cases"
- Continuing Education: \$500/year

Evaluation Standards

The Legal Director's performance will be measured by:

1. The "triple bottom line," i.e., that SWIRC projects and programs meet financial targets, achieve positive social impacts, and create no environmental harm;
2. Adherence to a strict non-discrimination policy, to be evident in hiring practices, client selection, and partner interactions;
3. Ongoing efforts to minimize the impact of racial and economic privilege. The Legal Director must demonstrate empowering leadership. He/she must easily "share the microphone" within the organization and with the communities that SWIRC serves.