



## Immigration Legal Services Director

**About the Organization:** Building One Community (“B1C”) is a non-profit organization established in 2011 as a comprehensive resource center for immigrants across southwestern Connecticut. B1C’s mission is to advance the successful integration of immigrants and their families.

Our Immigration Legal Services (“ILS”) Department is a CLINIC (Catholic Legal Immigration Network, Inc.) affiliate member providing direct immigration assistance to low-income immigrant individuals/families residing in Fairfield County. Since 2017, ILS has served more than 3000 individuals before the U.S. Citizenship and Immigration Services, including naturalization, adjustment of status, DACA/TPS, consular processing, VAWA and U visas. Since 2021, ILS has represented almost 400 individuals in removal proceedings before the Hartford Immigration Court.

ILS also educates members of the community on immigration issues with Q&A sessions, Know-Your-Rights presentations, and other community outreach. ILS also provides information-only consultations for members of the immigrant community.

ILS currently is comprised of four attorneys, a program manager, three paralegals, and a legal assistant, as well as volunteer attorneys. ILS clients originate from all over the world; the largest percentage are Spanish and Haitian-Creole speaking.

**Position Description:** We seek an experienced and compassionate **Immigration Legal Services Director** to lead the ILS department in providing high-quality legal representation to clients in Fairfield County. The Director must have a proven track record of providing strategic leadership and advocacy with a non-profit legal service organization and/or community-based organization. This full-time exempt position will report to the Executive Director. Work location will be hybrid (part in-person; part remote).

### Essential Duties/Responsibilities:

- Provide strategic leadership and regularly update ILS policies, procedures and practice management
- Directly supervise the Supervising Attorney, at least one Paralegal, the Legal Assistant and the Program Manager
- Effectively manage competing case representation priorities due to high demand for legal services
- Track case law developments in immigration law and policy
- Perform selected case work (amount TBD)
- Collaborate with other B1C departments to provide wrap-around social services for clients
- Analyze and report ILS data for upper management & B1C’s Board of Directors
- Provide support for grant proposals and reports; oversee ILS budget
- Participate in public outreach and community education initiatives on immigration issues; assist with legislative advocacy as needed

**Qualifications:**

- 10+ years of experience practicing immigration law
- Non-profit legal services organization and/or community-based organization preferred
- Demonstrable experience in both affirmative and removal defense litigation and familiarity managing a team of attorneys and paralegal staff at all levels of experience
- Admitted to practice law in Connecticut preferred
- Valid license to practice law
- Spanish language proficiency preferred
- Excellent organizational skills and commitment to efficient procedures
- Skilled communicator and collaborative team player
- Commitment to building trauma-informed, community lawyering
- Passion for social justice and experience working with low-income communities and communities of color

*Building One Community is an Equal Opportunity Employer.*

To apply for this position, please submit your resume to [jobs@b1c.org](mailto:jobs@b1c.org). No phone calls please.