

## 2019 ILCM Pro Bono Project Volunteer

The ILCM *Pro Bono Project Volunteer* works with ILCM's Pro Bono Director and Pro Bono Coordinator to support the pro bono project. The role provides pivotal and much-needed support to the project, allowing ILCM to increase services to vulnerable clients in need. The *Pro Bono Volunteer* will assist with several different areas of the ILCM Pro Bono Project, including Citizenship, DACA, Family Unity, and potentially removal defense programming. The primary position duties are listed below:

- Assist with pro bono case assessment. This includes, but is not limited to, conducting phone screenings with potential clients, gathering records, and assisting with research or information gathering related to a potential pro bono case.
- Assist with pro bono case placement procedures. This includes, but is not limited to compiling case placement paperwork, drafting letters to clients, and sending correspondence to volunteer attorneys.
- Assist with preparation for legal clinics. This includes, but is not limited to, conducting client reminder calls, and completing materials preparation.
- Assist with community outreach efforts.
- Assist with data entry and administrative filing.
- Additional Notes:
  - If a volunteer is interested in additional legal work to supplement the tasks listed above there may be additional opportunities, depending on the volunteer's prior experience, that can be added to the role. Additional opportunities would potentially include conducting in-person client legal screenings, drafting legal memos, conducting legal research, and/or attending trips to detention facilities.
  - Second-language fluency is not required for the position. However, if an applicant does speak fluent Spanish or Somali then he or she may be asked to assist with interpreting for client meetings/calls as well as document translation.

***ILCM hopes to fill this role with an individual who is looking to join ILCM as a dedicated member of the pro bono team. Therefore, the Pro Bono Volunteer will be asked to volunteer 3-4 shifts a week, with each shift lasting 3-4 hours. Also, we ask that the Pro Bono Volunteer commit to volunteer for the full 2019 calendar year.***

This opportunity is open to a variety of applicants. Legal experience or a background in immigration law are not required. Attorneys, paralegals, non-legal professionals, undergraduate or graduate students, retired professionals, and others are all encouraged to apply. We ask that applicants have a high school diploma or GED, ability to work in a fast-paced working environment that often demands flexibility and comfortability with working independently, comfortability with Microsoft Word and (very basic) Excel, and a strong dedication to ILCM's mission.

***If you are interested in this volunteer position, please send an email and resume to [probono@ilcm.org](mailto:probono@ilcm.org). This position will remain open until filled, although interested volunteers are encouraged to apply by January 15, 2019.***