



New Haven Legal Assistance seeks to hire a Pro Bono and Outreach Coordinator

About the Position

The Pro Bono and Outreach Coordinator will work collaboratively with legal aid providers, private attorneys, and local community-based organizations to connect private attorneys to those in need of legal representation in immigration proceedings. The Coordinator will also facilitate Know Your Rights and community outreach initiatives by working with community-based organizations, faith-based organizations, and others to provide legal education to the immigrant and broader community.

Approximately 250,000 non-citizens residing in Connecticut are at risk of deportation, many for no other reason than their status as non-citizens, even though they may have valid applications for lawful resident status pending – whether they are victims of trafficking, domestic violence survivors, people seeking asylum, or minors brought here by their parents. The vast majority of people facing deportation do not have an attorney, as there is no right to counsel in immigration proceedings, even though these clients face the loss of the basic human needs of safety and income security.

About New Haven Legal Assistance Association

New Haven Legal Assistance Association (NHLAA) is a legal aid organization, founded in 1964 in the midst of the Civil Rights movement. We were established on the principle that everyone, regardless of race or income, should have equal access to the justice system. We work side by side and in relationship with the community in order to lift up our clients' voices and achieve racial, economic, and social justice. NHLAA serves clients living in 22 cities and towns in the Greater New Haven and Lower Naugatuck Valley communities. Our client base are primarily people of color impacted by the legacy of structural racialization, systemic racism, and implicit bias. They are children, low-wage workers, domestic violence survivors, individuals with disabilities, seniors, and immigrants.

Key Responsibilities

Outreach and Community Engagement

- Coordinate Know Your Rights presentations on relevant immigration issues for the community;
- Partner with community providers to continue strengthening critical relationships;
- Coordinate pro se legal assistance clinics; and
- Assist with developing and updating written materials.

Pro Bono Coordination

- Develop, implement, and maintain a network of pro bono attorneys to connect immigrant clients with legal representation;
- Create procedures for intake, case management, and volunteer engagement;
- Match clients with pro bono attorneys;
- Monitor the progress of each pro bono case;
- Ensure compliance with immigration laws, regulations, and ethical standards.
- Recruit, train, and orient volunteer attorneys;
- Provide ongoing support to pro bono attorney volunteers by offering guidance on case-related questions and ensuring they have necessary resources;
- Organize or facilitate continuing education workshops, webinars, and other training for volunteers on emerging immigration issues;
- Build and maintain relationships with community partners, law firms, and legal services organizations to expand the program's network of pro bono volunteers;
- Engage in outreach activities to raise awareness of the pro bono program within the legal community and among immigrant communities;
- Represent the organization at conferences, community meetings, and other events related to immigration law.

Data Management and Reporting

- Track the progress of pro bono cases using case management software or systems.
- Maintain accurate records of volunteer participation, client demographics, and case outcomes.
- Assist in preparing and submitting regular reports to funders, board members, and senior management detailing the impact of the pro bono program.

Qualifications

- Valid law license.
- Minimum of 3-5 years of experience in immigration law
- Experience coordinating or managing volunteer programs.
- Experience working with marginalized populations, especially immigrants or refugees.
- Valid driver's license and car insurance in Connecticut.

Skills

- Strong organizational, project management, and time-management skills.
- Excellent written and verbal communication skills.
- Ability to work independently and as part of a team.
- Proficiency with case management software.

Additional Requirements

- Bilingual skills (e.g., Spanish, French, etc.) are a plus.
- Ability to work flexible hours, including occasional evenings or weekends, as needed.
- A passion for social justice and immigrant rights.

- Experience with trauma-informed advocacy, cultural competency a plus.

Working Conditions

Office-based in New Haven, CT with travel to meetings and community events throughout the state. Some remote work may be possible.

Compensation

Salaries will be based on experience and in accordance with our salary scale. For example, an attorney with 10 years of legal experience will have a starting salary of \$88,100. We offer generous benefits, including a 403(b) retirement plan; health, dental, vision, and short term disability insurance; sick leave; vacation; and most observed state and federal holidays.

Application Instructions

Please send a cover letter, resume, writing sample, and list of at least three references to Employment@nhlegal.org.

NHLAA invites all applicants to include in their cover letter a statement about how your unique background and/or experiences might contribute to the diversity, cultural vitality, and perspective of our staff and legal services practice.

It is the policy of New Haven Legal Assistance to provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, or any other characteristic protected by federal, state or local law.