



## CHILDREN'S IMMIGRATION LAW ACADEMY Outreach Associate- Full Time

### About CILA

The [Children's Immigration Law Academy](#) (CILA) is an expert legal resource center created by the American Bar Association (ABA). CILA's mission is to empower champions for unaccompanied children, advocates who guide children through complex legal procedures, to do so with courage, competency, compassion, and creativity. CILA builds capacity for those working to advance the rights of children seeking protection through trainings, technical assistance, and collaboration. In the words of one Texas UC Champion, "*CILA is an amazing resource for Texas practitioners. Having the organization's support, resources, and legal analysis helps us provide quick and legally solid advice and action to benefit our clients in this often hostile climate.*"

CILA is a project of the American Bar Association's [Commission for Immigration \(COI\)](#), which is part of the [Center for Public Interest Law](#), a group within the ABA. CILA is closely aligned with its sister projects within the COI, the [South Texas Pro Bono Asylum Representation Project \(ProBAR\)](#) and The [Immigrant Justice Project \(IJP\)](#).

The American Bar Association is an Equal Opportunity, Affirmative Action Employer of all protected classes including veterans and individuals with disabilities.

Women, minorities, veterans, and individuals with disabilities are encouraged to apply. In compliance with the ADA Amendments Act (ADAAA), if you have a disability and would like to request an accommodation in order to apply for a position with the American Bar Association please call 312-988-5188.

### Outreach Associate

CILA is seeking an enthusiastic, detail oriented, data lover to join our small but mighty CILA team to support our virtual and in-person trainings and outreach communications, as well as our data management and grant reporting. The ideal candidate loves to connect with people through both oral and written communication. The candidate should also be willing to work and collaborate in a multidisciplinary setting with legal and other professionals. This position reports to our Houston office although the CILA team is currently working from home due to the COVID-19 pandemic.

To apply, please visit [this link](#). A cover letter may be requested.



## **Essential Job Functions + Job Responsibilities**

### Training Logistics

- Manage the virtual and in-person logistics of all CILA's substantive trainings, including registration, promotion, continuing education applications, event execution, and database management.
- Collect participant feedback and incorporate into future CILA trainings.

### Data Maintenance and Reporting

- Support the maintenance of data in CILA's database system powered by Salesforce.
- Ensure complete and accurate reporting of all CILA's training and event metrics each month.
- Maintain up-to-date contact management in CILA's database system.
- Analyze and pull data from CILA's database system for use in monthly grant reporting.
- Support narrative grant reporting for CILA's government and foundation grants.

### Outreach Communication and Coordination

- Develop, write, and design web content, promotional materials, and other outreach communication in accordance with a changing legal environment and evolving organizational needs.
- Manage, update, and deploy print and web-based materials according to departmental priorities.
- Recruit and manage volunteers for remote, research pro bono opportunities with the support of CILA program staff.
- Assist in outreach and recruitment of social work and law school interns.
- As needed, assist with coordination of volunteer attorneys for emergency pro bono projects.

### Administrative

- Manage and maintain membership for CILA's email listservs.
- Manage and maintain general email inboxes.
- Answer CILA's main phone line.
- Oversee supply management for CILA office and trainings.

### **Required Education/Qualifications/Experience**

- Possession of a Bachelor's degree in Communications, Political Science, Public Affairs, Latin American Studies, Social Work or related fields from an accredited college or university, and 2 years of job related experience.
- Strong written and oral communication skills.
- Intermediate proficiency in the Microsoft Office Suite of products and with Google tools and products.
- Able to effectively communicate in-person, by telephone, and via email with a variety of audiences including personnel from other organizations and volunteers.
- Have reliable transportation to travel to off-site work locations.
- Must be insurable and have an acceptable driving record.

### **Desired Qualifications**

- Possession of master's degree in Communications, Political Science, Public Affairs, Latin American Studies, Social Work or similar related field from an accredited college or university.
- Experience with Salesforce or other database management system.
- Experience with web design or website content management, especially Word Press.
- Fluency in English and Spanish in written and oral forms.
- Previous experience writing, editing, and producing publications.
- Prior volunteer, community, or work experience regarding immigration or detention.
- Prior experience in a nonprofit setting, particularly in roles involving volunteer management or outreach responsibilities.
- Prior experience in legal and/or social services-oriented organizations.
- Ability to work collaboratively with co-workers, social service providers and other stakeholders.
- Ability to handle multiple tasks and prioritize workload in a fast-paced environment.
- Energy, optimism and passion for the issues affecting youth in detention and child immigrants.

Reports to CILA Supervising Attorney.

### **Annual Salary and Benefits:**

The salary range is \$42,840.00- \$46,683.00. The ABA recruits employees seeking opportunities for challenging and substantive work defending liberty and pursuing justice in the U.S. and around the world. The ABA offers competitive employment benefits which include medical, dental, vision, life and disability insurance, flexible spending accounts, a 401(k), commuter benefits, and more.