



**POSITION DESCRIPTION:
IMMIGRANT RIGHTS LEGAL COORDINATOR**

The Opportunity

The [American Civil Liberties Union of Michigan](#) (ACLU) seeks an experienced immigration attorney or immigration paralegal to become the Immigrant Rights Legal Coordinator. The Coordinator will play a central role in the Immigrant Justice Partnership (IJP) – a collaboration between the ACLU and the [Michigan Immigrant Rights Center](#) (MIRC). The Coordinator will be employed by and based at the ACLU, but will also work closely with MIRC. The Coordinator will be responsible for the ACLU’s immigration-related intake, including referrals to MIRC and other partners. The Coordinator will investigate complaints to identify opportunities for systemic litigation and advocacy statewide, and may also participate in such litigation and advocacy. In addition, the Coordinator will collaborate with ACLU staff in other departments to implement strategies that advance ACLU priorities and campaigns for immigrants’ rights.

This is a two-year grant-funded position with the possibility of renewal contingent on funding. We will consider both immigration attorneys and immigration law paralegals. The Coordinator is a new role and can evolve based on the skills and interest of the selected candidate.

About the ACLU of Michigan and the Immigrant Justice Partnership

For nearly 100 years, the ACLU has been at the forefront of every major civil rights and liberties fight in our country’s history. Whether it’s reducing the prison and jail population, achieving full equality for the LGBTQ community, reducing immigration detention, or ending unjust laws that strip people of their fundamental right to vote, we take up the toughest civil liberties issues to defend all individuals from government abuse and overreach. With ACLU affiliate offices in all 50 states, Washington, D.C., and Puerto Rico, we fight tirelessly to defend our rights in the courts, influence public policy, and empower communities to advance rights for all. The ACLU of Michigan, founded in 1959, is a nonprofit, nonpartisan, public interest organization dedicated to the defense and expansion of civil liberties and civil rights in Michigan. We are a passionate, highly motivated group of 40 lawyers, public policy experts, lobbyists, community organizers, communicators, and fundraisers, and we’re looking for exceptional talent to join our team.

IJP is a collaboration between the ACLU and MIRC, which is a statewide nonprofit legal resources center for Michigan immigrant communities. IJP was born in the early days of the first Trump Administration, where the ACLU and MIRC teamed up to address the constant barrage of unprecedented attacks on immigrants. Together, we work to respond to individual and community legal needs, document abuses, identify actionable systemic issues, and hold the government accountable to the law. Our partnership is especially effective because we understand and leverage our respective organizational strengths.

Specific Responsibilities

Legal

- Screen, investigate and respond to immigration-related legal intake and requests for assistance.
 - Provide Know Your Rights and self-help materials appropriate to the situation. Consult with and make referrals to MIRC and other partners.
 - Manage rapid response to emergency situations, such as workplace raids or sudden travel bans.
 - Maintain intake records and database.
- Work with ACLU, MIRC and cooperating attorneys in developing impact litigation and advocacy.
 - Investigate complaints that may present opportunities for systemic advocacy and litigation. Identify and document patterns of abuses.
 - Conduct factual investigation and draft affidavits.
 - Prepare Freedom of Information Act requests. Manage and analyze documents produced in response.
 - Identify, recruit, and work with clients.
 - Bring immigration law expertise to systemic litigation and advocacy.
- Facilitate coordination between the ACLU and MIRC, including working within IJP to divide up responsibilities.

Outreach, Education, and Advocacy

- Leverage relationships with immigrant communities, immigrant rights groups, and other coalition partners throughout the state, along with ACLU and MIRC staff, to advance the ACLU's immigrant rights work.
- Prepare, distribute, and present Know Your Rights materials and information.
- Work with the Political Department and field organizers as needed on immigration-related policy and advocacy.

Administration and Organizational Support

- Collaborate with other legal department staff to create and implement systems to document immigrant rights abuses and manage materials related to potential litigation.

Qualifications

- J.D. or paralegal with at least three years of experience in immigration law. For paralegals, BIA certification or equivalent is helpful. Experience in direct services to immigrant clients, including indigent populations, and removal defense strongly preferred.
- Strong substantive knowledge and understanding of immigration law. Ability to assess what legal options clients have to seek or alter their immigration status or to challenge removal.
- Language skills relevant to Michigan's immigrant communities strongly preferred.

- Excellent time management and organizational skills, including an ability to maintain focus and manage work under pressure in a fast-paced, deadline driven environment while juggling competing priorities and assignments.
- Demonstrated ability both to work independently and to work collaboratively with lawyers, other staff members, and community organizations and coalitions.
- Strong writing and analytical skills. Demonstrated ability to communicate effectively with both legal and non-legal audiences.
- Proficiency with computers, particularly Windows and Microsoft Office.

Desired Personal Characteristics

- Creative, result-oriented, and self-starting. Ability to hit the ground running, to identify issues and to proactively find solutions to problems.
- Excellent interpersonal skills, including an ability to work with a diverse clientele, and to effectively partner with and respect a diversity of people and communities. Patience, sensitivity, and empathy are critical.
- Willingness to travel across the state. Ability to work beyond 9am to 5pm as needed.
- A demonstrated commitment to civil rights and civil liberties.
- A demonstrated commitment to diversity, equity, and inclusion; a personal approach that values the individual and respects differences of race, color, religion, sexual orientation, gender identity or expression, age, national origin, marital status, disability, veteran status, and record of arrest or conviction.

Supervision

The Immigrant Rights Legal Coordinator will report to the Deputy Legal Director, and will also work closely with other attorneys in the ACLU's Legal Department and at MIRC. The Coordinator can be based in either the ACLU's Detroit or Grand Rapids office.

Compensation

The salary for this position if held by an attorney is \$80,000, and, if held in an immigration law paralegal is \$60,000. Excellent benefits, including health insurance and a 401(k) retirement plan with matching, are provided.

How To Apply

Please email a detailed letter of interest, resume, and contact information for 2-3 references to immcoordinator@aclumich.org. The cover letter may be addressed to:

Immigration Coordinator Hiring Committee
 ACLU of Michigan
 2966 Woodward Ave.
 Detroit, MI 48201

We will begin reviewing applications on January 30, 2025, and are seeking to fill the position as soon as possible.

The ACLU of Michigan is an equal opportunity employer. We value a diverse workforce and an inclusive culture. The ACLU encourages applications from all qualified individuals without regard to race, color, religion, sexual orientation, gender identity or express, age, national origin, marital status, disability, veteran status, and record of arrest or conviction.

The ACLU of Michigan comprises two separate corporate entities, the ACLU of Michigan and the ACLU Fund of Michigan. The ACLU of Michigan and the ACLU Fund of Michigan share the same mission, office space, and employees. This job posting refers collectively to the two organizations under the name “ACLU of Michigan.”