



Working to ensure all immigrants are treated with fairness,  
dignity and respect for their human and civil rights.

[www.caircoalition.org](http://www.caircoalition.org)

1612 K Street, NW Suite 204 T 202 / 331.3320  
Washington, DC 20006 F 202 / 331.3341

## **Detained Adult Program - Fellow**

The Capital Area Immigrants' Rights (CAIR) Coalition seeks a fellow in our Detained Adult Program to support the provision of legal services to noncitizens held in Immigration and Customs Enforcement (ICE) custody throughout Virginia and Maryland. The Detained Adult Program provides services ranging from know your rights workshops to direct representation to placement of individuals cases with *pro bono* counsel. The legal assistant supports all members of the Detained Adult Program staff in preparing for visits to area detention facilities, conducting research on individual cases, and facilitating the Program's *pro bono* placement project. This position will report to a staff attorney in the Detained Adult Program team.

### **Job Description:**

#### Recruits and manages volunteers

- Work with volunteers from local universities and law schools
- Coordinate volunteers to staff detention hotline, translation requests and jail visits
- Maintain volunteer records

#### Leads teams of volunteers on visits to area jails

- Manage logistics of jail visits, including recruitment of volunteers and transportation
- Prepare folders and jail visit materials for distribution to volunteers and detainees
- Assist in training jail visit volunteers
- Conduct presentations at jails to provide detainees with useful information on deportation
- Work with staff to develop more efficient jail visits

#### Participates in intake review and case follow up

- Assists legal staff to review intakes for potential *pro bono* representation and to determine other appropriate follow-up
- Obtain case information, as needed from government case officers, detention officials, jail staff and embassy officials
- Researches country conditions as requested
- Communicates with family members and friends of detainees to obtain information and documentation necessary for accurate review of the case
- Collects criminal records and other evidentiary material from family members, courts and defense attorneys
- May make immigration court appearances as friend of the court when necessary



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### Maintains open communication and good working relationships with important constituents

- Communicates with case officers and detention officials
- Responds to the detention line calls
- Initiates and maintains communication with embassies as requested
- Participates in training activities as requested

### Serves as an active and contributing member of the CAIR Coalition staff

- Honors team operating principles and support other team members in honoring these principles
- Actively and productively participates in team meetings
- Shares information and knowledge with team members in a timely way
- Assists with limited fundraising activities for CAIR Coalition by attending functions or preparing data for foundation grants or reports
- Participates in CAIR Coalition membership meetings

### Engages in ongoing professional development

- Attends conferences and meetings and share information with CAIR Coalition staff.
- Develop at least one professional growth goal for the assignment period and work to make progress on this goal.

### **Qualifications:**

- Bachelor's degree
- No experience necessary, but preference will be given to those with interest in and knowledge of immigration issues, particularly as they pertain to removal and detention.
- Written and oral Spanish proficiency preferred but not required if person is willing to improve language ability.
- Excellent written and spoken communication skills.
- Strong organization and time management skills.
- Driver's license required.
- Ability to pass a government background check required.
- Must be willing to spend one night a month in Farmville, VA as part of a two-day jail visit