

Immigration Services Department

Position Title: Program Director

Reports to: Executive Director of Catholic Charities of West Tennessee (CCWTN)

Direct Reports: Part-time Employee and Volunteers

Position Summary: This position is responsible for developing and implementing and expanding the Immigration Services program for CCWTN throughout the Catholic Diocese of Memphis, providing the highest quality of legal services, education and representation to the legal immigrant community in a manner that ensures the dignity of every person.

Key Functions:

Serving Clients

- Provides legal counseling regarding federal immigration laws.
- Prepares and submits immigration petitions and motions for clients.
- Represents clients before all branches of the Department of Homeland Security.

Engaging the Community

- Represents CCWTN at community functions and at other events as requested or needed - presenting on immigration law and benefits available.
- Participates in local coalitions for immigration issues and stays informed of relevant happenings in immigration law and policy on a local and national level.
- Organizes community outreach and networking initiatives. Partners with Catholic Diocese of Memphis Pastors and Principals to establish effective outreach programs to immigrant parishioners.
- Cultivates and develops strategic partnerships within the community to enhance the resources of the CCWTN.
- Advocates for a just national immigration policy, both within and outside the diocese.

Managing a Department

- Manages the daily operations of the department including grant administration, collecting and assessing fees, supervises and directs department employee(s) and volunteers.
- Monitors all administrative policies and procedures for effective delivery of services.
- Maintains an electronic case file system allowing for current case notes and easy access to macro data on clients served.
- Reports metrics and outcome measurements to be able to quantify the work and results achievement.
- Works with Development Department to create promotional documents and materials used for expanding Immigration Services' activities and outreach events
- Ensures adherence to CCWTN and Immigration Services' policies and procedures.

Qualifications:**Credentials**

- Fluency in both Spanish and English and can translate oral and written communications.
- Minimum BS/BA degree.
- Department of Justice Accredited Representative; or Juris Doctor Degree, license to practice law and in good standing as well as prior immigration law experience.
- Five years supervisory, planning and budget experience.

Skills

- Excellent computer, written and verbal communication skills.
- Ability to independently manage multiple projects with demanding and competing deadlines, superior organizational skills and the ability to maintain a quality work place in a diverse, fast paced, stressful and changing environment.
- Ability to assess emergency situations and respond effectively.

How to Apply:

Please submit a resume and letter of introduction to: jobs@cc.cdom.org **with the job title in the subject line**

OR apply by mail to: Director of Human Resources
5825 Shelby Oaks Dr.
Memphis, TN 38134