



Galveston-Houston Immigrant  
Representation Project

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**Title:** Pro Bono Coordinator/Staff Attorney, Immigrant Children & Youth (ICY) Program  
**Reports To:** Senior Staff Attorney; Managing Attorney  
**Salary:** Starts at \$76,000 annually, commensurate with experience  
**Office Hours:** Monday through Friday, 8:30 am – 5:00 pm

GHIRP has outstanding benefits including medical and dental insurance, retirement, life insurance, long-term disability leave, parental leave, and paid time off.

#### Description

GHIRP is an immigration legal services organization with 501(c)(3) status that launched in October 2020 with a mission to build a resilient, diverse community by providing comprehensive representation and holistic legal services to immigrants in need. GHIRP is seeking a licensed attorney to help us expand access to pro bono legal services for unaccompanied children and youth in the Houston-Galveston area.

#### Duties /Responsibilities

- Recruit, train, and mentor pro bono attorneys and community partners providing child-friendly, trauma-informed legal services for unaccompanied minors and immigrant youth, including Special Immigrant Juvenile Status predicate proceedings in state court, litigation in federal court, and applications for legal relief before U.S. Citizenship and Immigration Services (USCIS), the Executive Office for Immigration Review (EOIR), U.S. Immigration and Customs Enforcement (ICE), and related entities.
- Coordinate placement of cases with volunteer attorneys and ensure timely case assignments based on case complexity, deadlines, and volunteer capacity.
- Monitor pro bono case progress, track important dates and deadlines, and support timely case resolution through regular follow-up and communication.
- Develop and maintain training materials, sample filings, practice advisories, and resource guides related to relevant immigration relief and court procedures.
- Maintain accurate records of volunteer participation, case placements, outcomes, and program activities within the organization's case management system and databases.
- Collaborate with legal staff to identify cases appropriate for pro bono placement.
- Organize and facilitate legal trainings, orientations, CLE opportunities, and informational sessions for pro bono attorneys, staff, volunteers, and community partners.
- Build and sustain collaborative relationships with immigration stakeholders, including nonprofit partners, community organizations, and local and national bar associations.
- Assist with the development of outreach and engagement strategies to strengthen volunteer recruitment, retention, and recognition efforts.
- Participate as needed in GHIRP's community initiatives such as Friend of Court, Know Your Rights presentations, consultation days, and clinics and pro se workshops.
- Perform all other duties as needed and/or as directed by supervisor, in support of the organization's mission and delivery of high quality immigration legal services.

### Requirements

- J.D. from ABA certified law school or international equivalent.
- Current Texas bar membership in good standing; license to practice law in federal district court a plus.
- Minimum of 2 years of experience in immigration, juvenile, and/or family law, with removal defense experience preferred.
- Advanced legal research and writing skills, excellent organizational skills.
- Proficiency in Spanish is preferred but not required.
- Self-motivated and able to work in a fast-paced environment, under pressure, with a large volume of clients, cases, and data.
- Strong organizational and communication skills, including trauma-informed and child-friendly interviewing abilities, and an appreciation of multicultural experiences.
- Commitment to serving immigrants and sensitivity to the needs of low-income, culturally diverse clients.
- Texas Driver's License; clean driving record; own vehicle; applicable auto insurance.
- Able to pass federal and statewide background checks and submit to drug testing upon hire.

**How to Apply:** Applicants should send their Cover Letter and Resume to [AlexaS@ghirp.org](mailto:AlexaS@ghirp.org).