

Title: Program Manager
Salary Range: \$50,000-60,000
Education: Bachelor's Degree Required
Location: Atlanta, GA
Type: Full-Time (Hybrid, two days per week in-office in downtown Atlanta)

Description:

The Georgia Asylum & Immigration Network (GAIN), a nonprofit organization with a mission of *protecting and empowering immigrant survivors of crime and persecution*, is seeking a full-time Program Manager. In particular, GAIN seeks a candidate with strong communication skills who will represent GAIN with important stakeholders such as law firm pro bono managers, law schools, and community partners. We're looking for someone with passion for our mission to champion our work and its impact to these stakeholders.

Responsibilities:

- Support the planning, coordination, execution, and reporting of activities and initiatives of GAIN's direct client services;
- Serve as the primary point of contact for pro bono partnerships and initiatives;
- Serve as a liaison between GAIN's legal team and law school externship programs for the recruitment of student interns and coordination of pro bono fairs, tabling events, interviews, etc.
- Develop thorough understanding of existing processes and procedures; proactively and independently envision new efficiencies and solutions to problems; work with Legal Director to drive change management with legal team staff;
- Assist in planning events, clinics, and outreach initiatives, such as community legal clinics, legal orientations/workshops, Know Your Rights (KYR) presentations, and outreach events. This may include managing legal resources and marketing materials, managing communications with volunteers and project partners, capturing feedback and attendance data;
- Assist in the coordination and organization of volunteer attorney trainings; including managing RSVPs and tracking attendee information in Salesforce, applying for CLE Credit and coordinating day-of training logistics as needed;
- Coordinate the dissemination of volunteer check-ins and surveys, rerouting case inquiries to GAIN's legal team and making notations in GAIN's case management software as needed;
- Manage volunteer recognition initiatives, process of spotlighting pro bono opportunities and managing up-to-date opportunity list;
- Develop projects and systems to capture data as needs arise, including systems to send client surveys; to collect and report on data related to past pro bono clinics. Drive staff consensus regarding use of case management system to ensure GAIN is able to tell the story of our work and impact;

- Assist GAIN's Legal Director and Development department with grant compliance by monitoring deadlines, gathering data, and compiling/submitting necessary reports; including quarterly victim service reports to the Criminal Justice Coordinating Council;
- Perform additional administrative duties as needed.

Qualifications:

- Bachelor's degree in relevant field
- Experience with non-profit organizations, including federal grant management, **highly preferred**
- Experience working with immigrants (including asylum-seekers) and/or knowledge of immigration law **highly preferred**
- Previous work promoting pro bono with a law firm or legal services organization, **preferred**
- Knowledge of Salesforce, WordPress, Zenefits, Bill.com, GoToMeeting, Zoom, Google Suite, **preferred**
- Excellent attention to detail and strong organizational skills
- Enthusiasm and eye for creativity
- A proven ability to exercise discretion and independent judgment
- Excellent analytical and communication (written and verbal) skills
- Excellent ability to collaborate, work cross functionally, and achieve consensus across an organization
- A passion for fulfilling GAIN's mission and/or serving vulnerable immigrant populations

Benefits Include:

Comprehensive benefits include: 8 US holidays, up to 30 days paid time off days depending on tenure, fully-paid medical insurance for employees (dental insurance optional), 403(b) retirement savings plan, Employee Assistance Program, mileage reimbursement, and more.

How to Apply:

To apply for this position, please email cover letter and resume to jobs@georgiaasylum.org

GAIN is an equal opportunity employer. We strongly encourage and seek applications from people of color, including bilingual and bi-cultural individuals, as well as members of the lesbian, gay, bisexual and transgender communities. We are dedicated to providing a work environment free from discrimination and harassment, and where employees are treated with respect and dignity.