



## ASISTA Immigration Assistance Position Description: Legal & Policy Director (Full-Time)

**Application due date: Accepting applications now;  
position is open until filled.**

### **About ASISTA:**

ASISTA is a national leader in the movement for safety and justice for immigrant survivors of gender-based violence. Through policy advocacy, strategic litigation, training, case consultation and intervention, we deploy our specialized expertise to change individual lives and harmful systems. We are coalition-builders, cultivating uncommon allies and building bridges across sectors to challenge the oppressive structures that erect barriers to justice and cause further harm to immigrant survivors of violence. Through our robust membership program, we support advocates and attorneys working on the frontlines nationwide.

Our experience and expertise are situated solidly at the intersection of gender justice and immigrant rights. ASISTA's founders helped write the federal laws providing protection for immigrant survivors of gender-based violence, including the Violence Against Women Act (VAWA). We are a part of the broader movement for racial justice, both nationally and globally; the achievement of our goals is inextricably bound up with its success. Our approach will always be intersectional, holistic, and survivor-centered—all elements that make our work, and this movement, stronger and more effective.

Our vision is that immigrants live in a just world free from violence. Our mission is to advance the dignity, rights, and liberty of immigrant survivors of violence. Please see our core values, below. To learn more about ASISTA, please visit our website at [www.asistahelp.org](http://www.asistahelp.org).

### **About this position:**

The Legal & Policy Director oversees ASISTA's programmatic work and leads the organization's federal policy efforts. Reporting to and working very closely and collaboratively with the Executive Director (ED), this position develops and implements ASISTA's federal policy strategy; supervises programmatic staff in the areas of case consultation (aka technical assistance), litigation, and state and local policy; and collaborates with other staff to provide training, written materials, and other relevant communications.

### **Responsibilities:**

#### ***Federal Policy and Partnerships***

- Develop and implement ASISTA's federal policy strategy in consultation with the ED.
- Monitor and analyze federal policy developments (administrative and legislative) that impact immigrant survivors.
- Work closely with national partners to advance policy goals, including representing

ASISTA as needed at coalition and government meetings.

- Build and maintain key strategic partnerships with diverse partners and stakeholders to improve protections and rights for immigrant survivors of violence, including but not limited to immigration advocacy organizations, anti-violence advocacy organizations, Congressional and Executive offices, grassroots partners from related movements, direct service providers, and ASISTA supporters.

### ***Programmatic Oversight***

- Supervise ASISTA programmatic staff in the areas of technical assistance, training, litigation, and state and local policy. Supervise policy volunteers/interns as needed.
- Work closely with the ED and other staff to ensure alignment of programmatic and policy work with overall organizational goals.
- Encourage, foster, and contribute to staff professional development.

### ***Training, Communication, and Resource Development***

- With program staff, develop and provide training and education to ASISTA members (attorneys and advocates), elected officials, and others in the field about issues affecting immigrant survivors of violence and survivor-based forms of immigration relief.
- Serve as ASISTA's primary spokesperson on federal policy issues. Collaborate with ASISTA communications staff to promote awareness and engagement by the public and policymakers.
- Collaborate with program staff to create practice advisories and other materials on emerging relevant policy issues.
- Develop policy-related content as needed for dissemination via social media, websites, newsletters, press releases or other distribution channels.
- Prepare written reports as required by foundations and/or other funding sources.
- Assist in the drafting of grant applications, reports, and budgets as needed.
- Fulfill all federal, local and state reporting obligations as appropriate.

### **Qualifications:**

The ideal candidate will possess the following qualifications:

#### **Required**

- A deep commitment to dignity and justice for immigrant survivors of violence and to ASISTA's mission, vision, and core values
- Law degree and a member of the bar in good standing
- Deep understanding of immigrant rights and gender justice
- Significant experience representing survivors in VAWA self-petitions and U visas
- Significant public policy experience
- Ability to collaborate effectively with partner organizations
- Excellent analytical, advocacy, and communication skills (both verbal and written)
- Experience supervising staff, preferably attorneys or other professional staff
- Ability to work independently and be supervised remotely

#### **Preferred**

- Nonprofit leadership experience

- Media training and/or experience serving as a spokesperson
- Litigation experience
- Bi- or multi-lingual training ability
- Experience with remote supervision

**Characteristics:**

The ideal candidate for this position possesses most or all of the following characteristics:

- Vision-driven
- Strong integrity
- Data-driven and goal-oriented
- An inclusive leader
- Self-motivated
- Strong organizational skills
- Strong coaching skills
- A practical visionary

**Geographic Location:**

ASISTA operates in a remote office environment, with staff located in Arizona, California, Connecticut, District of Columbia, Maryland, and Texas. The new Legal & Policy Director's location is flexible, though it is highly preferable if they live in or near Washington, DC.

**Notes:**

- Some travel will be required to present at or participate in national and regional conferences and meetings. If not based in Washington, DC, regular travel to DC will be required to advance federal policy goals.
- The above statements are not intended to encompass all functions and qualifications of this position; rather, they are intended to provide a general framework of the requirements of the position. The Legal & Policy Director may be required to perform other functions not specifically addressed in this job description.

**Salary and Benefits:**

The salary for this position is \$80,000/year. ASISTA operates in a collaborative, inclusive, and respectful work environment, with a 35-hour work week, and offers a generous benefits package.

**To apply:**

The position is open until filled. Candidates are encouraged to apply as soon as possible. ASISTA seeks to hire and retain staff whose diversity reflects the communities we serve. We encourage candidates who are committed to equity and who are from all backgrounds, experiences, abilities and identities to apply. To apply, please send a resume and cover letter to [kirsten@asistahelp.org](mailto:kirsten@asistahelp.org).

### **ASISTA's Core Values:**

- **Diversity:** We understand the intersecting nature of multiple forms of identity and oppression, and we believe that our efforts can only succeed when they amplify a wide range of perspectives and voices.
- **Collaboration:** We believe in building innovative partnerships and working collectively to confront the systemic injustice harming immigrant survivors.
- **Survivor-Centered:** We hold the experience of immigrant survivors, their strength and their resilience at the core of all we do.
- **Justice:** Our work is rooted in our efforts to eradicate inequality and systems of oppression, including patriarchal and white supremacist structures.
- **Integrity:** We promote transparency by engaging internally and externally with honesty, dignity, and respect for all.
- **Impact:** We know that expertise enhanced by creativity and tenacity leads to meaningful change for survivors.
- **Sustainability:** We believe the movement to advance lasting success for immigrant survivors must comprise healthy organizations that value their employees and partners.