

Tahirih Justice Center Bahá'í Service Fellowship Houston, TX Job Announcement

The Tahirih Justice Center is currently accepting applications from Bahá'ís interested in a legal and social services Bahá'í fellowship at the Tahirih Justice Center's office in Houston, Texas. The Tahirih Justice Center is looking to fill a one year fellowship from 2010- 2011, contingent on funding success, and offers the possibility for extending the fellowship for an additional year (also contingent on funding success). This is a full-time fellowship created to enable the recipients to engage in service and learn from the work of a well-established, Bahá'í-inspired, non-profit organization. The fellowship also provides time for the Fellow to dedicate time to a personal plan of spiritual development and deepening. The daily operations of the Tahirih Justice Center do not involve direct teaching of the Faith. However, the Bahá'í Service Fellow is encouraged to actively engage in the Bahá'í activities and teaching efforts within their host community.

This is a service position and is unpaid. However, a small stipend of \$300 every two weeks will be paid to help cover some personal expenses. Also, generous benefits include: 15 days of paid accrued vacation during the first year, additional week of vacation between Christmas and New Years, flex-spending account, sick and parental leave, fully-paid health and dental insurance coverage, 403(b) plan, and in-house training programs. The Tahirih Justice Center will assist in finding a local Bahá'í host family to provide room and partial board for the duration of the fellowship, although use of your own personal car may be required.

Primary responsibilities will include:

Legal case management/General Attorney Support

- Organize/manage client files;
- Manage/update client database/statistics;
- Coordinate translators/translations;
- Conduct phone screenings/intake interviews and present them to the attorneys;
- Manage intake waiting lists;
- Conduct client interviews and prepare documents, as needed;
- Prepare indexes of exhibits, and compile exhibits for filing;
- Gather evidence;
- Ensure that client referrals for social, medical, and non-immigration legal needs are in place;
- Draft correspondence;
- File documents at court and deliver documents, when necessary;
- Attend court hearings, when necessary; and
- Conduct outreach activities and trainings, as directed by supervisor.

Administrative Responsibilities

- Answer phones; conduct phone-screenings of potential clients;
- Assisting with social, legal and medical service referrals;
- Assist with preparations for legal presentations, trainings, and outreach events;

- Assist with oral and written translation needs, as needed;
- General social work and legal assistance including administrative tasks such as faxing, copying, mailings, filing, and research;
- Attending and representing the Tahirih Justice Center at coalition meetings and community-outreach events;
- Data-entry on Case Management database; and
- Provide statistical and case information to Houston Office for reports;

The ideal candidate will have the following qualifications:

- A college degree (required);
- Detail-oriented with superior research, problem-solving, decision-making, organizational, and time-management skills;
- Strong ability to maintain confidentiality and use discretion;
- Strong interpersonal, verbal, and written communication skills;
- Flexibility in adapting work capacity to the needs of the office;
- Ability to establish administrative systems within the office;
- Proficient in Microsoft Office (including Word, Outlook, Excel, PowerPoint, and Publisher), knowledge of Internet research tools;
- Proven track record in trouble-shooting and solving technology issues;
- Extremely responsible, self-initiating, and focused;
- An informed interest in international women's rights issues;
- Second language preferred;
- Experience living abroad or working with immigrant communities;
- Self-motivated, enthusiastic, flexible, and organized;
- Vehicle highly recommended.

Once selected, we will work with fellowship recipients who are not US citizens or Legal Permanent Residents to obtain the documents necessary for them to enter and work in the United States (filing a J-1, for instance, on their behalf).

It is important for the applicant to be aware that all of Tahirih's clients have faced some form of trauma, including rape, domestic violence, and female genital mutilation, and that the Fellow will be working very closely with clients on the details of their case.

To receive the application materials, please email: ana@tahirih.org