

## Tahirih Justice Center Bahá'í Service Fellowship

Spring/Summer 2011- Spring/Summer 2012

*“And the honor and distinction of the individual consists in this, that he among all the world's multitudes should become a source of social good. Is a larger bounty conceivable than this, that an individual, looking within himself, should find that by the confirming grace of God, he has become the cause of peace and well-being, of happiness and advantage to his fellow men? No, by the one true God, there is no greater bliss, no more complete delight.”*

~ Abdu'l- Bahá

The Tahirih Justice Center is a Bahá'í-inspired 501(c)(3) non-profit organization that works to promote access to justice in the United States for immigrant women and girls who are fleeing violence by providing holistic legal services and engaging in national public policy advocacy. The Tahirih Justice Center offers pro bono representation to women and girls seeking protection from such gender-based human rights abuses as domestic violence, sexual assault, human trafficking, female genital mutilation, honor crimes, and forced marriage. Tahirih is founded on the belief that the achievement of equality between women and men is necessary if society is to progress and is inspired by the principles of the Bahá'í Faith. Winner of the 2007 Washington Post Award for Excellence in Nonprofit Management, Tahirih has a staff of 28 with offices in Falls Church, VA; Houston, TX; and Baltimore, MD.

**The Tahirih Justice Center is currently accepting applications from Bahá'ís interested in one of four possible Bahá'í fellowships<sup>1</sup> at the Tahirih Justice Center. The Tahirih Justice Center's Virginia and Houston offices are seeking to fill fellowship positions in both our Immigration and Social Services programs. The Virginia office has three openings: two immigration paralegal positions, and one social services case aide position. The Houston office will be filling one immigration paralegal position. Each of these fellowships will be full-time and offers the possibility for extending the fellowship for an additional year<sup>2</sup>. These are full-time fellowships 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 daily operations of the Tahirih Justice Center do not involve direct teaching of the Faith. However, the Bahá'í Service Fellow is asked to develop a plan of service to the local Bahá'í community and personal spiritual development. The Fellow is allotted time during their work week for this purpose.**

The Bahá'í Service Fellow will work most closely with the Legal Department and take on a role similar to that of a paralegal or social work case aide.

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<sup>1</sup> Please note, this is not a year of a service, it is a merit-based opportunity to further ones experience and education, while being of service to the Bahá'í community.

<sup>2</sup> International candidates may only apply for a 12 month fellowship.

**Responsibilities:****Immigration Program**

- Conducting client intake interviews and preparing client correspondence
- Assisting with social, legal and medical service referrals
- Preparing immigration forms and applications for relief for clients
- Assisting with country conditions research and evidence gathering
- Database entry and management
- General attorney support including administrative tasks such as faxing, copying, answering phones, and filing
- Attending and representing the Tahirih Justice Center at coalition meetings and community-outreach events

**Social Services Program**

- Social Service Program provides comprehensive case management to social service clients (i.e. medical and counseling referrals, housing and job assistance, etc.)
- Conducting social service intake interviews for all Spanish-speaking Tahirih clients
- Assisting with social, legal and medical service referrals
- Database entry and case management
- General social work 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
- Outreach to community clinics and doctors to build our Pro-bono medical network

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 cases.

**Qualifications:**

- College degree (required)
- Proficiency in a language in addition to English (preference for Spanish, French and Arabic)
- Excellent English writing, research, and problem-solving skills
- Strong communication skills
- Experience living abroad or working with immigrant communities
- Informed interest in international women's rights
- Self-motivated, enthusiastic, flexible, and organized
- 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).
- Personal vehicle preferred

This is a service position and is unpaid. Medical insurance and a small stipend (\$1,000/month VA Office and \$600/month Houston Office) will be provided to help cover some personal expenses. 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. In addition, you will receive 15 days of 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, and in-house training programs.

Please submit the following as part of your application:

- Cover letter. This will also serve as a writing sample in which we request that you address the following questions: “*Why dedicate a year to serving at the Tahirih Justice Center? What do you hope to gain from the experience? What do you hope to give?*”
- Completed Biographical Form
- Résumé (Need not be limited to one page. Please detail types of tasks undertaken and skills acquired.)
- Copy of your university transcript(s)
- Contact information for three references (should be professional or academic references, and included at the end of the Application Form)

Finalists will be sent a Local Spiritual Assembly Evaluation Form, which we request your Assembly to complete and return to Tahirih, enclosed in a signed and sealed envelope. If you do not live in an area with an LSA, this evaluation may be completed by your Auxiliary Board Member or their assistant, a Counselor, the Regional Council, or the National Spiritual Assembly. We suggest that you meet beforehand with the institution or individual completing this form to familiarize them with your intentions.

For more information on the Tahirih Justice Center and our mission, please visit Tahirih’s website at [www.tahirih.org](http://www.tahirih.org).

**Applications are welcome immediately and will be reviewed on a rolling basis through March 25, 2011. They should be sent by post or e-mailed to the following address:**

**Bahá’í Service Fellow  
Tahirih Justice Center  
6402 Arlington Blvd, Suite 300,  
Falls Church, VA 22042**

**PHONE/FAX: (571) 282-6161/(571) 282-6162**

**EMAIL: Please contact the respective Bahá’í Service Fellow with your inquiries and applications. Please set your subject as: “Bahá’í Service Fellow”.**

**Mackenzie Gallaway – [mackenzie@tahirih.org](mailto:mackenzie@tahirih.org) (Immigration Paralegal inquiries and applications)**

**Justine Finn – [justine@tahirih.org](mailto:justine@tahirih.org) (Social Services Case Aide inquiries and applications)**