



# Oregon Worker Relief

## Immigrant Justice Program

### Application for Hosting Immigrant Justice Attorney

#### BACKGROUND

The Immigrant Justice Legal Representation Fellowship program provides new and emerging lawyers with an opportunity to work directly in the impacted immigrant community at community-based organizations as hosts. Using a competitive process, new and emerging attorneys from Oregon law schools and nationwide will apply for up to 6 fellowships for the 2021-2023 term where, after a matching process, up to 2 fellows are placed for hosting with an eligible community-based organization.

#### KEY DATES (SUBJECT TO CHANGE)

Applications Released	9/27/2021
Host Q&A Session (optional)	9/28/2021 9.30am
Applications Due	10/13/2021 4pm Pacific time
Finalists Selected	10/22/2021
Match Day	10/27/2021
Fellowship Start Date	11/1/2021

#### FELLOWSHIP SUMMARY

Fellowship Awards	Up to \$100,000/year inclusive of salary, benefits, overhead, licensing for a total award of \$200,000 for 24-months
Salary	Minimum \$62,500 annually
Term	Up to 2 years; a preference is given for 2 year applicants

Fellow Eligibility	Any lawyer with less than 6 years of experience as a licensed attorney; must be a member of the Oregon bar, willing to take the Oregon bar at the next exam, or a member of another state bar. Members of the Oregon State Bar or Oregon law school graduates will be given preference in the screening process.
Host Eligibility	Non-profit, community-based organizations that are part of the Oregon Worker Relief Network providing culturally-responsive services to Oregon's immigrant and refugee communities.

## THE WORK PLAN

Each fellow will receive intensive legal training on immigration law, particularly removal defense representation, immigrant rights, and affirmative benefit applications as well as hands-on experience representing clients before federal agencies and the immigration court. Fellows will be placed in community-based organizations. Each host organization will act as the Employer of the Fellows for the duration of the Fellowship. The OWR Clearinghouse (managed by Innovation Law Lab) will provide the Fellows with daily supervision, technical assistance, and mentorship. Fellows will be treated as a cohort and have access to leadership development and networking opportunities. Examples of work that Fellows will undertake include: participate in Know Your Rights orientation sessions, provide limited legal assistance to community members, work on a variety of immigration cases, including preparing applications, declarations, and supporting evidence as well as providing co-representation in immigration interviews, bond hearings, and removal hearings, participate in on-going legal training and capacity building opportunities as well as regular case rounds sessions with the entire Fellowship cohort.

Fellows will work out of community-based organizations in Oregon. By working out of culturally responsive community-based organizations, Fellows will be in the best position to serve members of the immigrant community in the spaces in which they are already most comfortable. Host organizations will commit to employing the Fellow for the duration of the program, and will provide the Fellow with the full range of benefits afforded to the organization's other employees. Fellows will be provided with the option to enroll in a health insurance plan. Fellows will receive an annual salary of no less than \$62,500. Though, as noted, Fellows will receive daily supervision, technical assistance, and mentoring from the OWR Clearinghouse, the host organization will provide Fellows with non-legal supervision, support, and guidance throughout the fellowship, and should integrate Fellows into their community of employees.

## Terms of Placement / Key Terms of Host Agreement.

- Fellows will be employees of their host organizations and host organizations will be responsible for all direct supervision of the fellows, except that legal guidance, training, mentorship and legal skill development will be provided by OWR's Clearinghouse, Innovation Law Lab. The individuals that the fellows serve will be clients of the host organization. Cases will be selected and managed with the intent that they will be completed and closed by the end of the fellowship period.
- Host organizations will receive \$100,000 per year per Immigrant Justice Fellow for a total of up to \$200,000. These funds are to be used to compensate the fellows at an annual salary of not less than \$62,500, and to reimburse the host organizations for overhead, fringe and other costs related to supporting an attorney.
- Fellows will be placed at host organizations through a matching process that will weigh the preferences of the fellows and host organizations and will account for programmatic needs. OWR's Clearinghouse, Innovation Law Lab, will make the final determination regarding placements.
- Host organizations must provide their fellows with health insurance and the full bundle of benefits provided to all entry level professionals at the host organization. Health insurance must be provided for the entire period of the fellowship. For any month in which health insurance cannot be provided, the cost of alternative coverage will be deducted from the award and provided in a stipend directly to the Fellow.
- Hosts may not require Fellows to contribute towards their monthly health insurance premium as a single person. If a host organization generally requires an employee to contribute monthly to his or her own health insurance coverage, the host organization must increase the Fellow's salary proportionately.
- Hosts must work with Innovation Law Lab to insure that the Fellow has appropriate professional liability insurance.
- Fellows will be placed at host organizations for up to two years.
- At least 85% of the Fellows' time must be used to deliver direct legal services as prescribed by OWR's Clearinghouse, Innovation Law Lab. The Fellow may not provide immigration legal services unless and only as cases are referred through the OWR Clearinghouse. No fellow may provide immigration legal services outside the scope of the fellowship.
- Host organizations will be responsible for providing fellows with a dedicated workspace, computer, phone, IT support, and all relevant office supplies.

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## HOST ELIGIBILITY

To be eligible to Host a Fellow, an organization must minimally meet the following criteria:

- Is a 501(c)(3) organization or is fiscally sponsored by one or an entity organized under Oregon law capable of providing legal services;;
- Is an active member of the Oregon Worker Relief Network;

- Has a mission or programming that includes services to immigrants and/or culturally specific services;
- Has a history of providing community-based services to members of the immigrant and refugee community for three or more years (or, if a newer organization, since the organization's launch);
- Occupies a position of community trust;
- Is culturally-responsive; as demonstrated by staff and board representation, as relevant, by communities affected by immigration enforcement, or by other factors;
- Does not restrict service by immigration status;
- Has staff fluent in English and Spanish (it is strongly recommended that all staff having regular contact with individuals referred for placement be fluent in both English and Spanish, at a minimum) and an articulated plan to work with individuals speaking other languages;
- Has strong internal managerial structures, reporting capabilities, and financial controls;
- Demonstrated capability to productively collaborate with a wide range of organizations and relevant government stakeholders.

## HOW TO APPLY

Applications will be evaluated according to objective criteria. A selection committee made up of members of a subcommittee of Oregon Worker Relief will evaluate and select host organizations and fellows. Host organizations and fellows will undergo a matching process and will be paired based on factors including geographic compatibility; commitment to serving a shared community; and workstyle compatibility.

## FELLOWSHIP MATCHING PROCESS

We use a rapid matching process so that every finalist gets a chance to interview with every qualified organization quickly, efficiently, and effectively. Here is how it works:

### Key Dates

Fellows Prep Session	10/25/2015
Hosts Prep Session	10/26/2015
Match Day	10/27/2021  All fellows and host representatives appear on a zoom; match interviews are 15 minutes in length total; with 10 minutes for reflection, note-taking; between each interview, everyone regroups in large zoom format. Break-out rooms used for

	interviewing
Placements Announced	10/28/2021
Acceptance	10/29/2021

### **Fellows: How To Get Ready And Make The Most Of Match Day**

- Prepare and relax!
- Come to the Fellows Prep session! This will be just attorney-fellows--no hosts! We will go over the match process in detail, answer questions, and provide some best practice tips.
- All the hosts will have your resume, cover letter, and application.
- Dress professionally. Although it is zoom, this is a professional job interview -- several of them, in fact! So court-room professional dress is acceptable.
- Be in a quiet space & make sure your background is not distracting. To the extent possible, try to minimize any extraneous noise or interruptions.
- Make sure you have a few questions prepared. It would be best if you could tailor these for each host if possible, so that they know you have reviewed information about the host.
- At the end of the event, you will be asked to rank your preferred placements.

### **Hosts: How To Get Ready And Make The Most Of Match Day**

- Prepare and relax!
- Come to the Hosts Prep session! This will just be hosts -- no fellows! We will go over the match process in detail, answer questions, and provide some best practice tips.
- Take the time to review each fellow's materials. This is a job interview and at its conclusion you will have hired an attorney-fellow..
- Don't ask the Fellows to screen share resumes or cover letters during the event. You will have them ahead of time & it is your responsibility to be prepared.
- You should begin each interview and facilitate the interview.
- There will be a 1 minute warning and then the interview will conclude.