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Immigration Data Specialist Program Assistant
Full-time, salaried, exempt
Volunteer Lawyers Project of CNY, Inc.

The mission of the Volunteer Lawyers Project of CNY, Inc. (VLP) is to provide access to justice through engaging the legal community in volunteer service to those in need. VLP receives funding from a variety of public and private sources and enjoys strong support of local bar associations.

Position Description

The Volunteer Lawyers Project of CNY, Inc. (VLPCNY) is seeking a Data Specialist Program Assistant to start as soon as possible. Reporting to the Immigration Program Manager, the Immigration Data Specialist Program Assistant will support VLPCNY's work providing legal services to immigrants in Upstate New York.

The Data Specialist Program Assistant will support VLPCNY's Immigration Program in a variety of program related office, client services, reporting, and data duties. Desired individuals must be organized, detail oriented, have good interpersonal skills, and a desire to assist clients.

Job duties for this position include:

Program Support:

- Assist in tracking client outcomes, entering client data into case management programs, running data reports, and submitting data to funders on a regular basis.
- Assist with compiling data and information for quarterly grant reports.
- Help to organize and gather data from program attorneys, pro bono volunteers, and subgrantees.
- Organization and maintenance of various program files.
- Assist program as needed with client, volunteer attorney and community partner communications, including phone calls, emails, letter drafting, and other needs.

The Data Specialist Program Assistant will be called on to support the agency with additional matters as needed. This is not a complete list of all duties and responsibilities.

Minimum Qualification Standards:

- Highly Proficient in Word & Excel
- Experience working in a professional setting
- Experience working with (or volunteering with) organizations that focus on serving vulnerable and diverse populations preferred

Knowledge, Skills, and Abilities:

- Positive attitude and flexibility – willingness to jump in and help out wherever needed.
- Team player who can analyze and solve issues as they arise.
- Fully embrace mission of the organization.
- Maintain high standards of professional demeanor, including in communications with funders, staff, volunteers and clients.
- Strong work ethic and organizational skills. Ability to work with sensitive and confidential information.
- English language fluency is required

We expect this position to be both in-person and virtual with some opportunity for hybrid or work from home hours each week. We expect a willingness to attend meetings, community outreach events, and meet with clients as necessary in person. For the safety of our clients, community and staff, all VLP staff must be fully vaccinated for COVID-19. To apply for the position please email your cover letter and resume to Lizeth Ortega, Immigration Program Manager, at lortega@vlpcny.org.

OUR COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION

Volunteer Lawyers Project of CNY, Inc. is committed to a work culture of zealous advocacy, respect, diversity and inclusion, client-oriented defense, access to justice and excellent representation. We are dedicated to building a strong professional relationship with each of our clients, to understanding their diverse circumstances, and to meeting their needs. Our ability to achieve these goals depends on the efforts of all of us.

VLPCNY is an equal opportunity employer. VLPCNY seeks to hire individuals from diverse backgrounds and with diverse experiences who are professional, collaborative, and creative thinkers with a passion for our mission.