



IMMIGRANT FAMILIES ADVOCACY PROJECT

1L REPRESENTATIVE POSITION DESCRIPTIONS

Administrative

The IFAP Steering Committee is looking for an organized, enthusiastic individual to help with the administrative duties of various IFAP Steering Committee positions. This rep will provide support to the Co-Presidents, Treasurer, Secretary and Advisory Council Liaison. Future interest in one of these positions is not required but is a good starting point for involvement in one of these capacities. The person in this position will have the opportunity to network with lawyers within the immigration and domestic violence fields, to take an active role in the day-to-day group activities, and to help increase the institutional memory of IFAP as a student organization moving forward. This is a great opportunity for leadership skill development and the opportunity to gain experience with the administrative functions of a student organization.

Events

The 1L rep chosen for the events will be a creative thinker with energy to dedicate to interesting projects. We need someone who is capable of taking an idea and executing it, with feedback and approval from their IFAP team members. Ideally, you'd also be social media and tech savvy. Responsibilities include brainstorming event ideas, helping project a budget for each event, purchasing needed equipment (with reimbursement), reaching out to speakers/presenters, and setting up/ cleaning up after the shenanigans are over. This year, the 1L board rep will also help plan out the activities associated with IFAP's 20th Anniversary celebration.

Outreach

This position is for students who want to help us in our mission to make IFAP a recognizable presence in the UW and larger Seattle communities. Responsibilities include helping coordinate event advertising, promoting and maintaining the IFAP Facebook page and website. The position requires someone who can think of new and creative ways to engage with IFAP teams while maintaining a sense of professionalism. This is a great way to hone your networking and outreach skills. It's also an opportunity to address issues of interest regarding immigration, domestic violence, and human rights through the your outreach efforts.

Interpreter Liaison

The IFAP steering committee is looking for a 1L who can assist in running the interpreter program along with a group of 2Ls. The Interpreter Co-ordinators recruit, train and supervisor spanish speaking law students and undergraduate spanish majors. This position is for someone with experience as an interpreter and a strong background in the Spanish Language is encouraged. An applicant should be highly organized, a creative problem solver and have the ability to work well in a group. The position would require providing guidance to undergraduate students acting as interpreters and assisting in the administration of the IFAP interpreter program. This is a fantastic opportunity to make a major improvement to the IFAP organization and gain valuable leadership experience.

Case Management

The Steering Committee is also looking for a 1L Rep to assist the 2L and 3L Case Managers. The responsibilities of this position include assisting with and coordinating check-ins with each team, helping to reach out to teams, planning supplemental trainings, reviewing last year's questionnaire and updating our contact list of certification agencies. We are looking for an organized, timely and responsive individual who is proficient with Excel. You should also be comfortable with handling large amounts of information and data, and unafraid to help contact our teams to make sure they are on track. The ideal candidate is a self-starter who is comfortable working in an independent capacity at times, and has a desire to learn more about substantive immigration law. This is a great opportunity to get real case management experience, to work with and meet fellow students and practicing attorneys, and fine tune communication, organization and management skills.

Database and Strategy

IFAP is looking for a 1L who is interested in working in close conjunction with the Database and Strategic Chair Steering Committee members to help monitor IFAP's progress and increase our institutional memory. IFAP's database helps track our client information, progress, and alumni information, to name a few. This individual would be working with the Law School Tech personnel and system support to help further develop the database. Additionally, the 1L rep will work with the Database Manager and Presidents to come up with ways of tracking IFAP's effectiveness, student return rates, and other metrics of institutional success. An applicant should be highly organized, detail-oriented and have a good familiarity with Excel, or other database management programs