

Employment Opportunities/ Job Openings

LOPC (Legal Orientation Program for Custodians) **Coordinator- Immigration Services**

Catholic Charities Atlanta is seeking a detailed oriented individual to work **full-time** as our **LOPC (Legal Orientation Program for Custodians) Coordinator** in our Immigration Legal Services program. **Fluency in Spanish is required.** Must have the ability to work in a fast-paced and collaborative environment. Must have experience in immigration law, and a willingness and ability to be eligible for accreditation or obtain full accreditation with the Executive Office for Immigration Review within one year of hiring.

Specific Responsibilities:

1. Supervise services provided under the Legal Orientation Program for Custodians (LOPC).
2. Coordinate staff assigned to LOPC to ensure that Catholic Charities Atlanta is providing all necessary services under the contract.
3. Manage relations with program funders, including the Vera Institute of Justice and the Executive Office for Immigration Review.
4. Conduct LOPC presentations in our office, virtually, and at the Atlanta Immigration Court.
5. Supervise data entry into the LOPC database.
6. Attend and participate in all required LOPC conferences, trainings, and site visits.
7. Train new staff in the LOPC model.
8. Ensure all LOPC materials are current and up to date.
9. Prepare and submit all LOPC reports and LOPC grant related materials.

Interested candidates please submit a **resume and cover letter** that details your interest in working for Catholic Charities Atlanta to:

ccaemployment@catholiccharitiesatlanta.org