



UnLocal, Inc.
Member, Board of Directors (Volunteer Position)

The UnLocal Board of Directors is actively seeking at least eight passionate, thoughtful, and committed board members.

Our Mission: UnLocal aims to address the fundamental injustices and structural inequities that disproportionately impact immigrant communities. We are a community-centered non-profit organization that provides direct immigration legal representation, community education, outreach, and advocacy for New York's undocumented immigrants. UnLocal is dedicated to creating sustainable structures that build collective power and allow us to flourish.

Purpose: The Board's primary purpose is governance, accomplished through financial oversight and fundraising, policy development, advising the Executive Director when appropriate, and general promotion of UnLocal in support of the organization's mission and needs. This Board is hands on, self-critical and engaged in building processes to continually support the growth of UnLocal's staff with care and consideration for the demands of the work. It plays a vital role in UnLocal's continued success.

Our Programs:

Direct Immigration Legal Representation: UnLocal's robust team of lawyers and advocates provide free legal advice and representation to immigrant communities throughout New York State on their immigration-related matters. UnLocal represents immigrants in immigration court, federal district and appellate courts, civil court, family court, and USCIS filings and hearings. UnLocal helps people win asylum, employment authorization, lawful permanent residency, Special Immigrant Juvenile Status, U visas, Violence Against Women Act (VAWA) relief, naturalization, family reunification, bond hearings, name changes, and guardianship and custody petitions.

Community Education and Outreach: UnLocal's Education and Outreach team is composed of educators who facilitate trainings and presentations on a wide range of topics that impact immigrant communities, and creators who outreach and make our education materials accessible. The team creates community gatherings with the intention of making space for different interests, through theater circles that dismantle critical conversations, a community and connection mentorship series, clothing swaps and closet, and seasonal markets that host food vendors, small businesses, galleries, and community members in need of space to share their creations. The outreach includes a resource hub for students and professionals, a monthly partner call, a convening of professionals who are looking for immigration law and policy updates, and one-pagers with comprehensive resources, and is specialized for different communities, including high school students looking to be oriented on post-secondary education, workers looking for rights and wage information, guidance counselors and teachers who are trying to learn how to identify the needs of their students, organizations seeking answers to their questions, and more.

45 W 29TH STREET, SUITE 203, NEW YORK, NY 10001

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Post Order Defense (POD) Team: UnLocal’s Post Order Defense Team works with those who have a removal order and are either already detained or have risk of detention and deportation by ICE. We use a comprehensive approach combining legal representation, social work support, and community education and advocacy to best represent each client. The Post Order Defense Team works as part of New York’s Rapid Response Legal Collaborative, which encompasses UnLocal, Make the Road New York, and the New York Legal Assistance Group.

Queer Immigrant Justice Project (QIJP): UnLocal provides LGBTQIA+ affirming legal representation for LGBTQIA+ immigrants. QIJP addresses the intersectional needs of immigrants that identify as part of the LGBTQIA+ community vulnerable to being victims of crime, abuse, human trafficking, and other forms of violence. QIJP provides free legal services for legal name changes, gender marker changes, affirmative and defensive immigration representation, and also provides referrals to social service organizations, as well as community-based education and engagement. QIJP addresses the reality that LGBTQIA+ immigrants, particularly Black and brown and TGNC immigrants, experience disproportionately high levels of discrimination and violence on an interpersonal and state level by providing holistic legal services and community education. QIJP represents queer immigrants in immigration court and at the asylum office, connecting them to health care, housing, therapy, transitioning support, and more. Collaborating with a variety of community-based partners, QIJP works to assist LGBTQIA+ immigrants in gaining their footing and developing a supportive and culturally affirming system of support.

The Pro Se Plus Project (PSPP): UnLocal empowers migrants to advocate for themselves and mobilizes community supporters. PSPP creates and delivers robust community education workshops explaining US immigration, eligibility requirements for asylum and work authorization, application and filing procedures before USCIS and immigration court, evidence packets, and preparation for interviews and court hearings. PSPP trains community supporters, non-profit partners, volunteers, and pro bono attorneys to understand the requirements for asylum, work authorization, and more to increase capacity to assist recently arrived migrants. The Project also screens and triages newly arrived migrants and directs them to community education workshops, accessible multilingual materials, and pro se assistance clinics. PSPP designs and hosts pro se clinics for recently arrived migrants to receive pro se assistance in completing and filing their asylum and work authorization applications. Through PSPP, UnLocal helps people avoid exploitation, in absentia removal orders, notario fraud, and missed deadlines.

Board Responsibilities:

- Provide organizational leadership and advice to Executive Director and Management Team
- Ensure proper financial management, including adoption and oversight of the annual budget
- Develop and oversee policies and procedures
- Develop and implement strategic sustainability and program plans
- Recruit and develop Board members to reflect UnLocal’s growing and changing needs

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- Liaise directly with staff to support their vision and development for and at UnLocal
- Stay active and engaged with issues facing UnLocal and the community it serves
- Act as an Ambassador for UnLocal in the community
- Support fundraising activities by identifying and cultivating any individual, corporate, foundation or association contacts for which you can broker introductions
- Attend quarterly board meetings and annual board retreat
- Make a personally significant financial contribution to UnLocal each year
- Fulfill additional duties related to specific committee assignments, including Finance and Governance

Length of Term: three (3) years, which may be renewed up to six (6) years in total

Location: Applicants must be based in New York City or within commuting distance.

Skills, Networks & Knowledge:

We are looking for individuals with one or more of the following types of expertise:

- Human resources and people management
- Nonprofit fundraising and event planning
- Nonprofit finance and accounting
- Strategic planning, organizational structures that divest from white dominant culture
- Marketing and communications, PR, local media, branding
- Mental health service provision and/or policy expertise
- Legal expertise, including but not limited to general counsel and immigration
- Community organizing and movement-building
- Arts or design expertise

We are also seeking individuals with high giving capacities and net worth networks to help us identify and secure major gift opportunities.

Board Representation:

As we strive to truly embody our values of inclusivity and access, we prioritize representation of people with diverse immigration backgrounds, ages, race/ethnicity, disability, gender identities and experiences.

UnLocal Board Application & Onboarding Process:

- Join a 15-minute intro call and interview with board members
- Submit a resume and a 1-page cover letter describing your interest in joining the board and how you would like to contribute to ilena.parker@gmail.com, cc'ing tania@unlocal.org and aria@unlocal.org.
- Join a 1-on-1 meeting with the UnLocal Executive Director
- Attend an upcoming UnLocal community event

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- Participate in a mixer with board members and UnLocal staff

Questions and to set up intro: Email Board Co-Chair Ilena Parker at ilena.parker@gmail.com.

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