



JOB POSTING

POLICY MANAGER, IMMIGRATION COURT OBSERVATION PROJECT

Job title: Policy Manager, Immigration Court Observation Project

Reports to: Advocacy and Outreach Director

Job type: Full Time

Salary: From \$68,000

Apply here: <https://forms.office.com/r/SRfXRfuQSi>

Deadline: January 30th 2026

The Advocates for Human Rights: The Advocates is a volunteer based, non-governmental, non-profit 501(c)(3) organization dedicated to the promotion and protection of internationally recognized human rights. The Advocates' programming focuses on women's rights, including freedom from violence; migrant and refugee rights, including both advocacy and legal services; peacebuilding in post-conflict societies; due process and freedom from persecution; and economic and social rights. The Advocates work to bring about systems change, reinforce accountability mechanisms, raise awareness, foster tolerance, and help individuals more fully realize their inherent rights.

Position Summary

The Policy Manager will work closely with the Program Manager for the Immigration Court Observation Project (ICOP). ICOP draws on the international human rights practice of trial monitoring to identify and bring visibility to systemic human rights violations arising in the context of civil immigration enforcement. Program staff train, mentor and support hundreds of volunteer observers who gather observation data to hold the courts accountable and fuel our advocacy agenda.

The Policy Manager for the Immigration Court Observation Project is primarily responsible for the intake, management, and analysis of data from immigration court observers, using that data to inform and support policy advocacy priorities, and managing The Advocates' state and local policy advocacy on migrant rights and other organizational priority areas. The Policy Manager also supports the overall operation of the Project by assisting the Program Manager with volunteer support, community outreach, and other program needs. The Policy Manager will also work closely with The Advocates' domestic policy team to ensure policy positions reflect the data and recommendations coming out of the Immigration Court Observation Project across international, federal, agency, state, and local levels.

Primary Duties and Responsibilities

1. Data Management

- Oversee data management and analysis for the Immigration Court Observation Project
- Ensure data collection tools and processes allow observers to accurately record what they are witnessing in Immigration Court.
- Develop policies for maintaining, securing and sharing data and databases.
- Track quantitative metrics to identify trends in key immigration court processes using both court data and external sources.
- Conduct data analysis to contribute to reports, policy briefs, graphics, stories and other materials that effectively communicate findings to internal and external stakeholders.

2. Operations Support

- Ensure training manuals, guides and orientation are updated with any changes to data collection processes or forms.
- Provide ongoing support for volunteer observers as backup to Program Manager:
 - Responding to volunteer communications.
 - Writing and editing a monthly newsletter.
 - Attending or leading weekly office hours and monthly debriefs.

3. Advocacy on Migrant Rights

- Develop state, local and court policy priorities in coordination with policy, legal services and other ICOP staff.
- Engage in advocacy efforts by building relationships with policymakers, legislative staff and relevant stakeholders.
- Develop action alerts and other avenues for court observers to support AHR policy advocacy.
- Draft and present testimony, policy briefs and other materials to support advocacy goals.
- Represent the organization and collaborate with other organizations, community groups and advocacy coalitions to achieve policy goals.

Qualifications

- JD or graduate degree and 5+ years of experience in program management, data analysis and/or policy advocacy, or an equivalent combination of education, training, and experience.
- Strong understanding of immigration and/or human rights.
- A commitment to social justice and building a movement for change.
- Excellent research, writing, and communication skills.
- Experience with qualitative and/or quantitative data analysis.
- Experience with volunteer training and management preferred.
- Ability to work collaboratively and to forge strong relationships with colleagues in positions across the organization and work toward a common goal.
- Ability to manage multiple projects in a fast-moving environment and deliver timely and high-quality work.

Compensation

Compensation is commensurate with experience. Generous benefits package currently includes vacation (employees accrue 3 weeks of vacation during their first year, and up to 6 weeks after 5 years employment), 3 personal days, and 11 paid holidays, 2 weeks of accrued sick leave annually, 6 weeks paid parenting leave); employer-paid premiums for medical, dental, and long-term disability/AD+D/life insurance; and pre-tax retirement plan.

Location and Status

This position can be in-person or hybrid, in our downtown Minneapolis office and hours spent at the Fort Snelling Immigration Court. This position is not eligible for fully remote work.

This position is represented by the Office of Professional Employees International Union, Local 12.

This is an exempt salary position.

To Apply

Please use the following link to submit your application, letter of interest, and resume:
<https://forms.office.com/r/SRfXRfuQSi>

No phone calls, please.

Equal Opportunity Employer

The Advocates for Human Rights is an equal opportunity employer. The Advocates does not discriminate based on race, color, religion, sex, sexual orientation, gender identity, national origin, disability, status as a protected veteran, or any other legally protected status.