



THE RESURRECTION PROJECT

Position Title: Staff Attorney, Immigrant Justice Legal Clinic

Supervisory Relationship: Managing Attorney, Immigrant Justice Legal Clinic

Work Location: 1805 S. Ashland Ave, Chicago, Illinois 60608

Organization General Description:

The Resurrection Project's mission is to build trusting relationships to educate and propel individuals, immigrants, and families to achieve their social and economic aspirations, stable homes, and equitable participation in their community. Our vision is that families and individuals have the increased capacity to reach their goals and improve their socio-economic status.

Department Description:

The goal of TRP's Immigrant Justice Department is to provide opportunities for authentic local immigrant leadership, to offer holistic community-based immigration legal services, and to work in coalitions to expand access to legal representation.

Job Duties and Responsibilities:

Direct Services, Case Management, and Data Collection Responsibilities:

- Provide expert consultation and representation to clients and potential clients including case preparation and follow-up.
- Handle a caseload that includes removal defense for detained and non-detained clients including, but not limited to, bond hearings, representation in immigration court (EOIR) and before the Board of Immigration Appeals (BIA) as well as affirmative representation before USCIS
- Maintain required job skills and core professional competencies.
- Keep current on changes in immigration law and procedures through research and trainings.
- Make appropriate referrals as necessary for immigration legal services beyond the scope of the program.
- Maintain comprehensive up-to-date notes of client contact, indicating date, subject matter, and resolution in the client file, per TRP's Immigrant Justice Legal Clinic procedures, and notify client of all activity regarding their case in a timely manner.
- Actively participate in case review and other meetings needed to effectively provide excellent quality service to all clients.
- Attend and participate in required educational programs and staff meetings.
- Perform other duties as assigned.

Essential Knowledge and Skills:

- Juris Doctorate degree or full DOJ accreditation and two or more years practicing immigration law required. Experience handling bond, asylum, removal defense, and detained representation strongly preferred.
- Bilingual in English and Spanish required.

- Demonstrated ability to build relationships and work effectively with people of diverse social, faith, economic and racial/ethnic backgrounds.
- Ability to succeed in a fast-paced community nonprofit.
- Excellent verbal, analytical, writing, and organization skills.
- Proficient knowledge of MS Office and case management software.
- Highly motivated and demonstrated ability to work independently as well as part of a team.
- Strong attention to detail.

Special Working Conditions and Demands:

- Some Saturdays required.
- Willingness to work flexible hours as needed.
- Access to a car, valid driver's license and insurance, and ability to travel within the metropolitan area and sometimes out of state.

Position Classification: Full-Time, Exempt

Preparation Date: 10/31/2022

Statement of Equal Opportunity:

The Resurrection Project is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex (including pregnancy), national origin, ancestry, age, marital status, sexual orientation (including gender identity), military status, disability, language (any language use not related to job duties), or any other status protected by applicable federal, state, or local law.

Application Instructions: Please send resume and cover letter by email.

Contact Information Email: trpjobs@resurrectionproject.org