# Job Posting – Senior Staff Attorney

**The Immigration Project: Senior Staff Attorney**

The Immigration Project is seeking a full-time Senior Staff Attorney to lead our team in zealous advocacy efforts both through their own direct representation of clients, but also through mentoring and training other team members. The Senior Staff Attorney is responsible for representing clients and completing casework across various immigration-based subjects with a focus on humanitarian and complex family-based immigration issues.

The ideal candidate will have a proven ability to advocate for a diverse set of clients through direct representation on immigration matters. He or she will be committed to filing for immigration relief in a fast-paced environment and able to handle a heavy caseload. He or she will also be willing to help foster the development of immigration knowledge to fellow colleagues as well as pro bonos, interns, volunteers, and community members. This position is an excellent opportunity to engage with policymakers, governmental organizations, other nonprofits and advocacy groups to bring about real change in the lives of our clients.

**Company Overview**

The Immigration Project is a dynamic immigration legal aid organization located in Normal, Illinois, with a satellite office in Champaign, Illinois. The agency is the largest non-profit immigration legal services agency located in downstate Illinois with immigration attorneys on staff and serves clients in 86 counties across central and southern Illinois. We understand the importance of immigration for our communities and believe in equal access to fairness and justice. Our goal is to advocate with, not for, our clients and walk alongside them through the legal process as they make the best decisions for their lives.

**Job Details**

The Senior Staff Attorney, who is based in either Normal, IL or Champaign, IL and reports directly to the Legal Director, is responsible for:

* Maintaining a diverse client caseload focused on humanitarian-based immigration claims which may include defensive or affirmative asylum claims, VAWA/U Visa claims, applications for SIJS, family-based immigration claims, specifically waiver cases, and/or complex naturalization
* Counseling immigrants and their families regarding immigration legal remedies virtually or by traveling to regional clinic locations and workshops throughout downstate Illinois
* Preparing immigration applications, attending USCIS interviews, researching applicable law, composing memoranda, writing client affidavits, and drafting motions and briefs
* Make regular visits to the Chicago and St. Louis USCIS field offices to represent clients
* Presenting to the public on asylum, Know Your Rights, recent executive orders, and other immigration matters
* Connecting clients with social services resources and opportunities presented by other Immigration Project programs
* Maintaining reporting and case management systems as required by internal policies
* Working collaboratively with and mentoring other staff, volunteers, Community Navigators, and interns
* Representing The Immigration Project in meetings, press-related events, regional/state associations, and other public forums
* Participating in grassroots organizing and advocacy efforts based on expressed community needs
* In accordance with the ethical standards required of the legal profession and the Code of Professional Responsibility, preserving client confidentiality, accounting for client monies, and avoiding conflicts of interest
* Performing other duties as assigned

**Requirements**

* License to practice law with membership in good standing to any state bar (Required, Illinois Preferred)
* 2+ years of law experience (Required)
* Asylum and Immigration law experience (Preferred)
* Previous experience supervising volunteers or administrative staff
* Demonstrated ability to serve clients in a professional, welcoming, and efficient manner
* Strong organizational ability
* High attention to detail
* Ability to pass various background checks to meet grant requirements
* Full-time position
* Ability to work out of either the Champaign or Normal, IL offices (Required)
* Ability and willingness to travel throughout Illinois regularly

**Benefits**

* Flex Time
* Paid Time Off
* Heath Insurance
* Dental Insurance
* Vision Insurance
* Travel Reimbursement