# Job Posting – Staff Attorney

**Job Overview**

The Staff Attorney will be joining/assisting to create a new universal representation model program within The Immigration Project (TIP). TIP recently joined a new initiative supported by the governor of Illinois to try to eliminate unrepresented litigants in front of the Chicago Immigration Court. We along with other immigration legal aids in Illinois are accepting cases for detained individuals in front of the Chicago Immigration Court on a merits blind basis based on capacity. This closely aligns with our current program representing children both in detention, but as well as in their removal cases in front of the Chicago Immigration Court. Therefore, the Staff Attorney will be responsible for representing both detained adults and children as well as children released from detention in their removal matters to attempt to secure immigration relief.

The ideal candidate for this role has practical experience with hearings and preparing casework, speaks and writes fluently in Spanish and English, is highly organized and detail-oriented, and has a connection, personal or professional, to the immigration process. This position is for you if you are looking to join a movement to not only end detention, but ensure every immigrant has a right to counsel, enjoys working with children as clients, have the ability to communicate effectively with various audiences, and is a proactive team member who can self-manage a high volume of work.

**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 Staff Attorney, who is based in either Normal, IL or Champaign, IL and reports directly to the

Managing Attorney, is responsible for:

* Maintains a diverse client caseload of adults and children either in detention or recently released from detention in their removal defense cases under the supervision and mentorship of the managing attorney or legal director.
* Counsels immigrants and their families regarding immigration legal remedies virtually or by traveling to regional clinic locations and workshops throughout downstate Illinois.
* Directly represents adults or children while they remain in the detention center as well as those released within our geographic zone.
* Prepares immigration applications, attends USCIS interviews, makes appearances before EOIR, researches applicable law, composes memoranda, writes client affidavits, and drafts motions and briefs.
* Makes regular visits to the Chicago Immigration Court to represent clients.
* Presents to the public on citizenship, Know Your Rights, recent executive orders, and other immigration matters.
* Connects clients with social services resources and opportunities presented by other Immigration Project programs.
* Maintains reporting and case management systems as required by internal policies.
* Works collaboratively with and mentors administrative staff, volunteers, Community Navigators, and interns.
* Represents The Immigration Project in meetings, press related events, regional/state associations, and other public forums.
* Participates 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, preserves client confidentiality, accounts for client monies, and avoids conflicts of interest.
* Performs other duties as assigned.

**Requirements**

* License to practice law with membership in good standing to any state bar (Required, Illinois Preferred)
* Fluent in Spanish (Required)
* Immigration law experience (Preferred)
* Experience working with children as clients (Preferred)
* Previous experience working with indigenous communities, survivors of domestic violence, or low-income individuals
* Strong organizational ability
* High attention to detail
* Ability to learn technical and legal information
* 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
* Health Insurance
* Dental Insurance
* Vision Insurance
* Travel Reimbursement