

Position Title: Supervisory Attorney – New Migrants Special Project, Immigrant Justice Legal Clinic

Supervisory Relationship: Director, Immigrant Justice Legal Clinic

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

Offsite: this position requires significant time off site reaching new arrivals at hotels, shelters and community centers

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.

General Job Description:

TRP seeks a passionate, collaborative, and innovative attorney to lead, in collaboration with the Director, the New Immigrants Special Project. The supervisory attorney will supervise special project paralegals and volunteers and oversee the intake and consultations provided to new migrants at shelters and hotels. The supervisory attorney will review new migrant intakes and work with the Director to assess cases for pro se workshops or referral for full representation. Attorney will maintain their own caseload.

Job Duties and Responsibilities:

Direct Legal Services

- Conduct legal intake interviews for new migrants at shelters and hotels to assess a client’s immigration status, eligibility, and admissibility issues.
- Provide expert consultation and representation to clients and potential clients including case preparation and follow-up.
- Work with partner organizations to assist new migrants at pro se asylum workshops
- Maintain a caseload of affirmative and defensive cases under the supervision and mentorship of the Legal Director
- Prepare immigration applications, attend USCIS interviews, make appearances before the EOIR, research applicable law, compose memoranda, write client affidavits, and draft motions and briefs as needed.
- 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 Immigration Legal Services Program procedures, and notify client of all activity regarding their case in a timely manner.
- Perform other duties as assigned.

Essential Knowledge and Skills:

- Juris Doctorate degree and three or more years practicing immigration law required. Experience handling asylum and removal defense caseload required.
- **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.
- 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.
- Flexibility and willingness to adapt to changing circumstances

Special Working Conditions and Demands:

- Willingness to work flexible hours as needed, some evening and weekend hours may be required
- Must drive, have a valid driver's license, and a vehicle

Position Classification: Full-Time, Exempt

Preparation Date: 12/01/2022

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