

Position Title: Managing Attorney, Immigrant Justice Legal Clinic

Supervisory Relationship: Director, 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.

General Job Description:

TRP seeks a passionate, collaborative, and innovative attorney to provide guidance and support to attorneys, DOJs, and paralegals working in TRP's Immigrant Justice Legal Clinic. The managing attorney will supervise staff, review new cases, provide technical assistance, and oversee the legal clinic on Saturdays. In addition, the managing attorney will maintain their own caseload.

Job Duties and Responsibilities:

Legal Clinic Supervision and Mentorship

- Must be an inspiring and inclusive manager of our Legal Clinic Team.
- Work collaboratively with and mentor staff, volunteers, and interns.
- Provide technical assistance to staff attorneys, DOJs, and pro bono attorneys working on TRP cases including, but not limited to: U-visa, VAWA, TPS, asylum, Deferred Action for Childhood Arrivals (DACA), naturalization, SIJS, and petitions for family relatives.
- Actively participate in case review and other meetings needed to effectively provide excellent quality service to all clients.
- Lead team in maintaining reporting and case management systems as required by internal policies and grant requirements.
- Participate in legal clinic development and strategic planning in partnership with the Legal Director.
- Keep current on changes in immigration law and procedures through research and trainings.
- Attend and participate in required educational programs and staff meetings.
- Maintain required job skills and core professional competencies.
- Work with Clinic Manager to ensure clinic daily operations run smoothly.
- Perform other duties as assigned.

Direct Legal Services

- Conduct legal intake interviews 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.

- Maintain a caseload of affirmative cases under the supervision and mentorship of the Legal Director
- Handle immigration matters including but not limited to: U-visa, VAWA, TPS, asylum, Deferred Action for Childhood Arrivals (DACA), naturalization, petitions for family relatives, and SIJS.
- Prepare immigration applications, attend USCIS interviews, research applicable law, compose memoranda, and draft client affidavits.
- 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.

Essential Knowledge and Skills:

- Juris Doctorate degree and four or more years practicing immigration law 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.

Special Working Conditions and Demands:

- Tuesday-Saturday schedule
- Willingness to work flexible hours as needed

Position Classification: Full-Time, Exempt

Salary Range: \$80,000 - \$90,000 DOE

Preparation Date: 03/14/2023

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