

Job Posting – Staff Attorney

The Immigration Project: Staff Attorney

The Immigration Project is seeking a full-time Staff Attorney to lead our team in zealous advocacy efforts through participation in pro se workshops throughout the State of Illinois. The Staff Attorney is primarily responsible for representing The Immigration Project in pro se matters at mass workshops by traveling and collaborating with community partners, grassroot organizations, and other legal aids throughout Illinois. The Staff Attorney may also manage a small caseload through direct representation of casework across various immigration-based subjects with a focus on humanitarian, family-based, and naturalization immigration issues.

The ideal candidate will have a proven ability to advocate for a diverse set of clients on immigration matters. They will be committed to filing for immigration relief in a fast-paced environment and able to commit to regular travel to lead workshops as a part of this new, innovative collaborative, initiated by the State of Illinois to streamline processing of applications. They will also be willing to participate in limited representation and workshop model efforts to address the increased need for new arrivals. 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 satellite offices in Champaign, Illinois and Springfield, Illinois. The agency is the largest non-profit immigration legal services 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. The Immigration Project not only supports those they serve, but the team by promoting a healthy work-life balance as evidenced by our generous paid time off policies, flexible hours to account for travel in a given work week, and a hybrid work style when applicable.

Job Details

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

- Participate and facilitate pro se workshop models throughout the State of Illinois to assist masses of clients on a variety of legal matters, including but not limited to PIP, Work Authorization, Temporary Protective Status, and Asylum.
- Travel to and around Central and Southern Illinois to lead pro se workshops in collaboration with partners statewide to impact our immigrant communities on a large scale.
- Counsel immigrants and their families regarding immigration legal remedies virtually or by traveling to regional clinic locations and workshops throughout downstate Illinois.
- Prepare pro se applications or prepare full representation of cases on a limited basis by preparing immigration applications and supporting documentation, researching applicable law,

composing memoranda or legal briefs, and participating in necessary hearings and interviews when and if needed in full representation of cases as needed.

- Prepare pre and post workshop materials for mass events, file applications, and ensure accurate data reporting for statewide impact.
- Create and facilitate a technical assistance/help desk model for assisting community partners and community members in immigration related questions revolving around the services provided by The Immigration Project.
- Present to the public on asylum, Know Your Rights, recent executive orders, and other immigration matters.
- Connect clients with social services resources and opportunities presented by other The Immigration Project programs.
- Maintain reporting and case management systems as required by internal policies.
- Work collaboratively with and mentoring other staff, volunteers, Community Navigators, and interns.
- Represent The Immigration Project in meetings, press-related events, regional/state associations, and other public forums.
- Participate in grassroots organizing and advocacy efforts based on 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.
- Understand that the responsibilities of this position may fluctuate according to the needs of the clients we serve and the funding sources available.
- Perform other duties as assigned to serve the office and community as a whole.

Requirements

- License to practice law with membership in good standing to any state bar (Required, Illinois Preferred)
- At least two to three years of Asylum and Immigration law experience (Required, Asylum work Preferred)
- Demonstrated ability to serve clients in a professional, welcoming, and efficient manner
- Fluency in Spanish or French (Strongly Preferred)
- Strong organizational ability
- High attention to detail
- Ability to pass various background checks to meet grant requirements, if needed
- Full-time position
- Ability to work out of either the Champaign, Normal, or Springfield offices in Illinois (Required)
- Ability and willingness to travel throughout Illinois regularly

Benefits

- Pay dependent on experience (Salary Range: \$70,000-\$75,000)
- Flex Time
- Paid Time Off
- Health Insurance
- Dental Insurance
- Vision Insurance
- Travel Reimbursement

If interested, please send your resume and letter of interest to The Immigration Project's Legal Director, Danielle DeWinter, at ddewinter@immigrationproject.org.

The Immigration Project is an equal opportunity employer and is committed to fostering an inclusive and diverse work environment. We encourage individuals from all backgrounds to apply.