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## **Immigration Attorney ( Arabic-speaking preferred)**

The Middle Eastern Immigrant and Refugee Alliance is offering a full-time position for an Immigration Attorney ( Arabic-speaking preferred). This person will provide direct legal representation and immigration legal service counseling to immigrants and refugees, focusing on the representation of cases involving adjustment of status and Asylum, among other immigration matters. The position also provides technical support to the MIRA legal clinic. The selected candidate will be assisting 60 clients per year.

About us: The Middle Eastern Immigrant and Refugee Alliance (MIRA) fosters the well-being and self-sufficiency of Chicago's Middle Eastern refugees, immigrants, and asylees. Our goal is to foster well-being and self-sufficiency for resettled refugees and immigrants from across the Middle East and beyond and to use our multilingual and multicultural expertise to tailor our services to the unique needs of our clients—whom we serve regardless of gender, religion, ethnicity, nationality, or family size. Our staff and volunteers speak Arabic, Assyrian, Dari, Kurdish, and Farsi. Almost all arrived in the United States as refugees themselves.

### **Qualified candidates will have the following:**

- Licensed to practice law in Illinois by date of employment.
- Self-motivated and committed to civil liberties advocacy.
- Ability to counsel individuals in asylum, adjust status, and handle other cases, as well as formulate and implement sophisticated legal strategies.
- Ability to prepare cases for interview or hearing, including drafting legal papers, conducting client advocacy, presenting evidence, etc. by the Code of Professional Responsibility for the legal profession.
- Demonstrated ability to work cooperatively on a variety of with other staff members, and diverse community organizations and coalitions.
- Demonstrated team player with exemplary interpersonal skills in collaborating and communicating with others.
- Fluency in Arabic is strongly preferred.
- Ability to communicate effectively in legal and non-legal settings with a wide range of individuals and organizations.
- Ability to read, analyze, and interpret professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.

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### Primary Responsibilities:

- Prepares cases for interviews or hearings, including drafting legal papers, conducting client advocacy, presenting evidence, etc. in accordance with the Code of Professional Responsibility for the legal profession.
- Develops and implements case strategies.
- Collaborate with and provide legal advice to DOJ-accredited representatives on their immigration law caseload.
- Work on developing and maintaining training standards and materials for all immigration staff.
- Monitor changes to immigration law, regulations, and policy. Prepare for significant changes in immigration law and their impact on client services
- Represent MIRA at community functions, and at other events as requested.
- Develops and maintains professional relationships with EOIR, DHS, U.S. Citizenship & Immigration Services (USCIS), government and social service organizations, and community organizations as necessary.
- In accordance with the ethical standards required of the legal profession, the Code of Professional Responsibility preserves client confidentiality, accounts for client monies, and avoids conflict of interest.
- Perform other responsibilities needed such as training to ensure MIRA's Immigration team's success.

This is a full-time position at a range of \$60,000 annually.

This is a grant-funded position, with the possibility of extension based on future grants.

Interested applicants \*must\* send a current resume and cover letter to [info@mirachicago.org](mailto:info@mirachicago.org)