



POSITION: Director Immigration and Citizenship

STATUS: Full-time

CLASSIFICATION: Exempt

REPORTS TO: Executive Director

PAY RATE: \$70,000

POSITION SUMMARY:

Under the guidance of the Executive Director, the Director Immigration and Citizenship will oversee the Immigration Program consisting of services specific to Deferred Action for Childhood Arrivals (DACA), employment authorization, Temporary Protective Status (TPS), naturalization/citizenship, and residency renewal.

ESSENTIAL JOB DUTIES AND KEY RESPONSIBILITIES:

- Prepare affidavits or other documents, such as legal correspondence or request for evidence responses
- Meet with clients and other professionals to discuss details of immigration cases through individual appointments, phone calls, and/or calls
- Conduct comprehensive client intakes; provide eligibility determinations and advice to clients on immigration regulations and document requirements
- Review applications and petitions for submission to United States Citizenship and Immigration Services (USCIS)
- Maintain accurate and up-to-date physical and electronic files
- Monitor changes to immigration law, regulations, and policy; prepare their impact on program development and client services
- Communicate with government agencies, such as Immigration Customs Enforcement (ICE), Customs and Border Protection (CBP), National Visa Center (NVC), and Executive Office for Immigration Review (EOIR) regarding immigration matters
- Provide daily direct supervision to program staff and volunteers, employing adaptive management techniques
- Plan, monitor, and evaluate effectiveness of the Immigration Program, implementing best practices and ensuring timely completion of required deliverables
- Oversee English as a Second Language (ESL) and citizenship classes
- Complete monthly and quarterly reports in compliance with state and agency mandates

- Develop and maintain strategic partnerships with faith and labor entities, attorneys, government agencies, educational institutions, and other community allies at the local, regional and state levels
- Collaborate with internal and external service providers to link clients with housing, education, public benefits, and other social service resources
- Coordinate and assist with the provision of outreach and educational workshops for the immigrant community and the public about immigration issues and policies
- Participate actively in opportunities for continuous professional development
- Perform other duties as assigned or needed

MINIMUM REQUIRED QUALIFICATIONS:

- Bachelor's degree with law-related coursework
- JD degree from an accredited law school and admission to bar in Illinois or Department of Justice Accreditation (partial or full)
- Minimum of one (1) year of experience practicing immigration law
- Minimum of three (3) years supervisory experience, preferably in a social services or nonprofit setting
- Fluent in reading, writing and speaking in Spanish and English
- High degree of cultural sensitivity and ability to work effectively with people from diverse social, faith, economic, racial/ ethnic and educational backgrounds
- Knowledge of modern office practices and procedures as well as the operation and use of computer hardware, software and network systems including MS Office Suite, Word and Excel
- Highly motivated with the ability to work independently and collaboratively; be flexible and adapt well to different dynamics in a fast-paced work environment
- Possess high degree of discretion, integrity, professionalism and accountability
- Ability to exercise independent judgment when appropriate; strong decision-making skills with a focus on results and impact
- Excellent interpersonal, written, verbal, communication and organizational skills
- Must have a valid driver's license and reliable transportation

WORK SCHEDULE:

Monday–Friday; 9am–5pm

Evenings and weekends as needed