



THE RESURRECTION PROJECT

Position Title: Managing Attorney – Centralized Legal Services, 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 at our Chicago centralized legal services workshop location

Organization General Description:

The Resurrection Project (TRP) builds 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. TRP is a leading provider of affordable housing, financial education, and immigration services on Chicago’s Southwest side.

During the past three decades TRP, has worked to improve the lives of individuals and families by creating wealth, building assets, and engaging residents to be catalysts for change. Rooted in the Pilsen community, TRP’s impact now extends across the City of Chicago and through the State of Illinois; we making steady progress towards leveraging and preserving more than \$1 billion in community wealth by 2025.

TRP MODEL



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. The Immigrant Justice Legal Clinic offers direct legal services while engaging clients in advocacy and education, and provides resources for the community to prepare for changes in immigration policy.

General Job Description:

TRP seeks a passionate, collaborative, and innovative attorney to lead, in collaboration with the Director, the Centralized Legal Services team. The managing attorney will supervise attorneys, DOJs, and paralegals on the Centralized Legal Services team. The managing attorney provides on-site legal supervision and guidance at the Chicago centralized workshop and make determinations regarding legal guidelines and protocols, referrals, and acceptance of representation by team members for full scope cases.

Job Duties and Responsibilities:**Centralized Legal Services Team Management and Mentorship**

- Must be an inspiring and inclusive manager of our Centralized Legal Services team
- Work collaboratively with and mentor staff, volunteers, and interns.
- Work with partner organizations to assist applicants at centralized legal services workshops
- In collaboration with Legal Director, IJ Partnerships team, and ILSP regional leads, develop best practices for effective service provision at centralized workshops
- Actively participate in case review and other IJLC meetings needed to effectively provide excellent quality service to all clients.
- Actively participate in all relevant ILSP meetings
- 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 and managing attorneys
- 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.
- Perform other duties as assigned.

Direct Legal Services:

- Provide expert consultation and representation to clients and potential clients including case preparation and follow-up.
- 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 four 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

Position Classification: Full-Time, Exempt

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

Preparation Date: 12/11/2024

Statement of Equal Opportunity

The Resurrection Project is an equal opportunity employer and does not discriminate based on race, color, religion, sex (including pregnancy), national origin, ancestry, age, marital status, sexual orientation (including gender identity), military status, disability, or language (any language use not related to job duties). In addition to federal law requirements, The Resurrection Project complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities.

To Apply

Interested parties should send a cover letter and resume to trjobs@resurrectionproject.org. No phone calls please.

I acknowledge the receipt of the job description; I have read and understand the responsibilities associated with the position and agree to perform the duties to the best of my ability.

Employee Name: _____

Employee Signature: _____

Date: _____