



# THE RESURRECTION PROJECT

**Position Title:** Staff Attorney, Removal – Immigrant Justice Legal Clinic

**Supervisory Relationship:** Managing Attorney for Removal, Immigrant Justice Legal Clinic

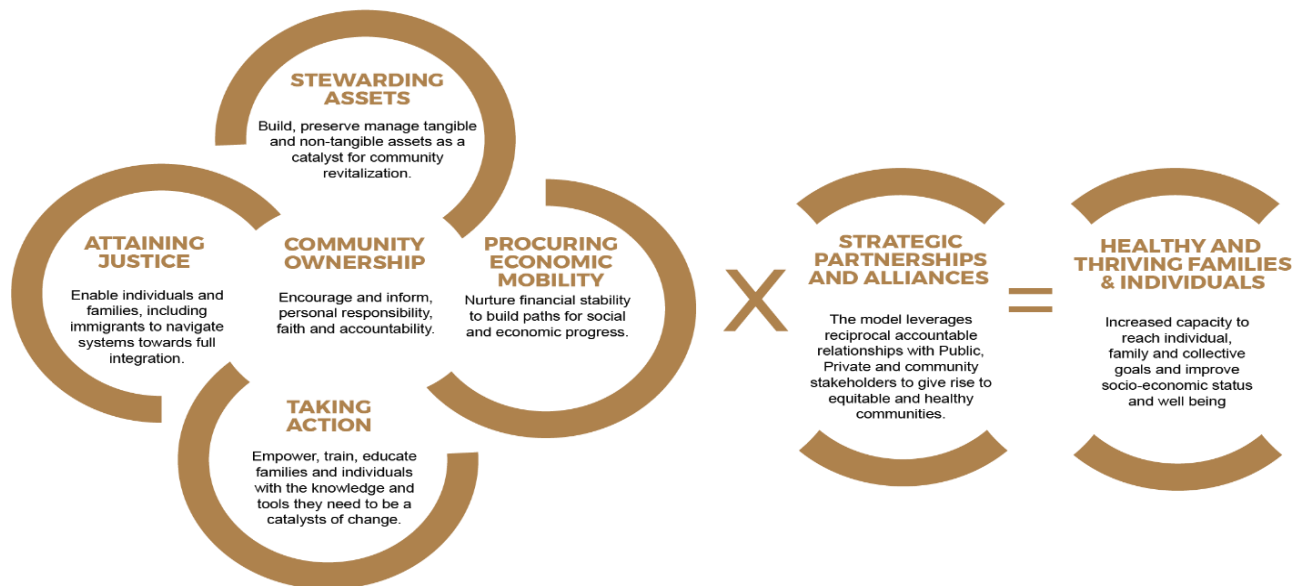
**Work Location: Office:** 1805 S. Ashland Ave, Chicago, Illinois 60608

## 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 are 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 work on removal cases, both detained and non-detained, in TRP's Immigrant Justice Legal Clinic. The staff attorney will maintain their own caseload and collaborate with the managing attorney and the removal defense paralegal on cases received via the Immigrant Justice Legal Clinic and the Midwest Immigration Defenders Alliance (MIDA), which is a collaborative with other organizations as part of a universal representation program to represent detained immigrants before the Chicago Immigration Court.

**Job Duties and Responsibilities:**

Direct Services, Case Management, and Data Collection Responsibilities:

- Provide expert consultation and representation to clients and potential clients including case preparation and follow-up.
- Handle a caseload that includes removal defense for detained and non-detained clients including, but not limited to, bond hearings, representation in immigration court (EOIR) and before the Board of Immigration Appeals (BIA).
- Maintain required job skills and core professional competencies.
- Keep current on changes in immigration law and procedures through research and trainings.
- 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 Immigrant Justice Legal Clinic procedures, and notify client of all activity regarding their case in a timely manner.
- Actively participate in case review and other meetings needed to effectively provide excellent quality service to all clients.
- Attend and participate in required educational programs and staff meetings.
- Perform other assigned duties

**Essential Knowledge and Skills:**

- Juris Doctorate degree and one or more years practicing immigration law required. Experience handling bond, asylum, removal defense, and detained representation strongly preferred.
- 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.
- Ability to succeed in a fast-paced community nonprofit.

- 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**

- Willingness to work flexible hours as needed; some evenings and weekends required.

**Position Classification:** Full-Time, Exempt.

**Salary:** \$65,000 - \$75,000, Salary commensurate with experience.

**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 [trpjobs@resurrectionproject.org](mailto:trpjobs@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: \_\_\_\_\_