



# THE RESURRECTION PROJECT

**Position Title: Senior Staff Attorney or Fully Accredited DOJ Representative, Centralized Legal Services**

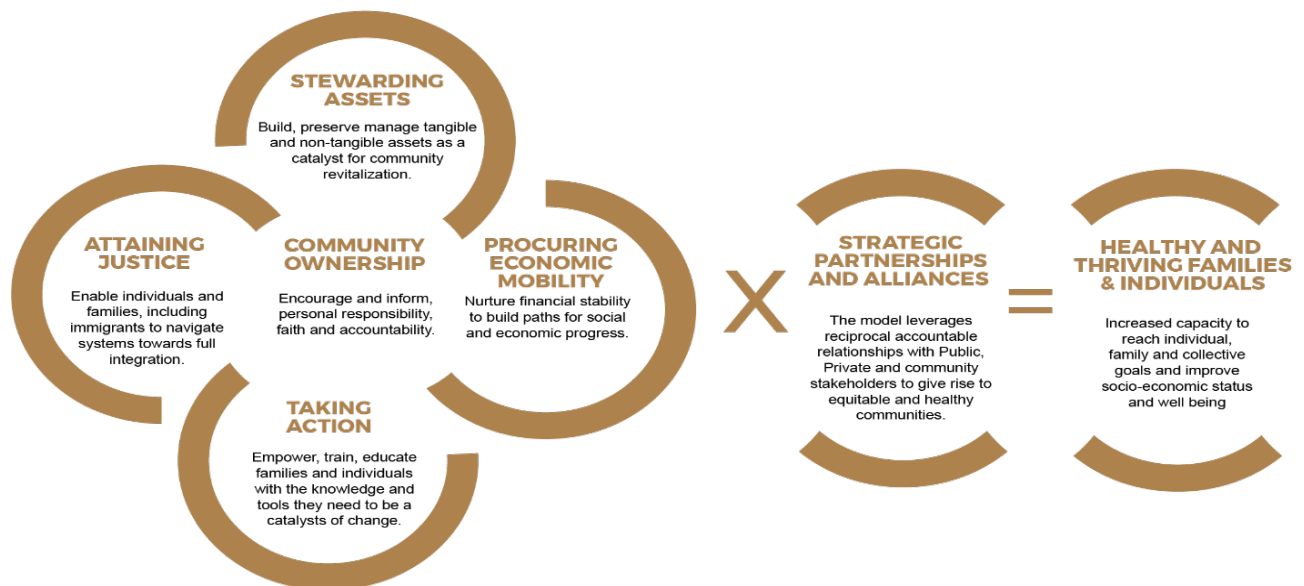
**Supervisory Relationship:** Managing Attorney, Centralized Legal Services

## 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's Immigrant Justice Legal Clinic seeks a passionate and collaborative Attorney or Fully Accredited DOJ Rep to join the Centralized Legal Services (CLS) team. The attorney/DOJ Rep will work with CLS team members and IJ partnerships team members at centralized legal services workshops as well as on cases kept by the team for full and limited scope representation. The senior staff attorney/DOJ Rep will support the managing attorney at centralized legal services workshops from time to time and support CLS team members on cases referred for full or limited scope representation. The senior staff attorney/DOJ Rep will maintain their own caseload.

**Primary Job Duties and Responsibilities****Case Management, and Data Collection Responsibilities:**

- Work collaboratively with and mentor staff, volunteers, and interns.
- Actively participate in case review and other meetings needed to effectively provide excellent quality service to all clients.
- Maintain reporting and case management systems as required by internal policies and grant requirements.
- 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**

- Conduct legal intake interviews for cases referred from CLS workshops to assess a client's immigration status, eligibility, and admissibility issues.
- Provide expert consultation and representation to clients and potential clients including case preparation and follow-up.
- Work with managing attorney, CLS team members, program managers, and partner organizations to assist applicants on-site at largescale workshops, including but not limited to: supervision, review, and RFE support
- Maintain a caseload of affirmative and defensive cases under the supervision and mentorship of the Managing Attorney
- 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.

#### **Performance Measures**

- Timely and accurate completion of immigration case work
- Timely response/communication with clients
- Accurate tracking of data in our case management system
- Support for workshop team leads

#### **Essential Knowledge and Skills**

- Juris Doctorate degree of Full DOJ Accreditation and three 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
- Ability to succeed in a fast-paced community nonprofit.
- Ability to work well with people of diverse cultural, educational, and professional backgrounds
- MUST BE BILINGUAL IN ENGLISH AND SPANISH

#### **Special Working Conditions and Demands**

- Willingness to work flexible hours as needed; some evenings and weekends required.
- On-site work schedule: as needed, and no less than 3 days per week

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

**Salary:** \$70,000 - \$85,000. 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: \_\_\_\_\_