

THE RESURRECTION PROJECT

Job Description



Position Title	Immigration Staff Attorney
Supervisory Relationship	Managing Attorney for the Immigration Legal Services Department
Work Location	1805 South Ashland, Chicago, IL 60608
Organization General Description	After 27 years and an initial seed capital of \$30,000 from area parishes, The Resurrection Project (TRP) has grown to become a powerful and effective social enterprise that seamlessly blends community development, community organizing, and advocacy with human service delivery to create vibrant, healthier, and involved communities. Our efforts have resulted in leveraging over \$469 million in community investment.
Department Description	The goal of the Immigration Legal Services Program is as follows: to assist currently eligible immigrants with their applications before USCIS; to provide direct legal services while engaging more people in community organizing and financial wellness programming; and to provide resources for the community to prepare for Comprehensive Immigration Reform or to prepare for Immigration enforcement measures.
Job Duties and Responsibilities	<p>Service Delivery, Case Management, and Data Collection:</p> <ul style="list-style-type: none">• Keep current of changes in immigration law and procedures.• Provide legal representation to individuals seeking immigration benefits from the U.S. Citizenship & Immigration Service (USCIS). Provide initial consultation, case preparation, and follow-up.• Manage and oversee workshop service delivery.• 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 client files, per TRP's Immigration Legal Services Program procedures, and notify client of all activity regarding their case in a timely manner.• Maintain all case records, documentation, and fee collection as specified by TRP's Immigration Legal Services Program procedures.• Actively participate in case review and other meetings needed to effectively provide excellent quality service with the Managing Attorney.• Maintain required job skills and core professional competencies.• Attend and participate in required educational programs and staff meetings.• Perform other duties as assigned.
Essential Knowledge and Skills	<ul style="list-style-type: none">• Juris Doctorate required.• Three years of prior experience or training in immigration law strongly preferred.• Experience in immigration law, legal services delivery, and/or social work or related field 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.• Excellent verbal, analytical, writing and organization skills.• Demonstrated public speaking skills.• Proficient knowledge of MS Office and Internet required.• Highly motivated and demonstrated ability to work independently as well as part of a team.• Attention to details.

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Special Working Conditions and Demands

1. Willingness to work flexible hours; evenings and weekends required
2. Access to a car, valid driver's license and insurance, and ability to travel within the metropolitan area and sometimes out of state

Position

Full-Time, Exempt

Classification

Preparation Date

6/7/17

Statement of Equal Opportunity

The Resurrection Project is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex (including pregnancy), national origin, ancestry, age, marital status, sexual orientation (including gender identity), military status, disability, language (any language use not related to job duties), or any other status protected by applicable federal, state, or local law.

Application Instructions

Please send resume and cover letter by email or mail. No phone calls please.

Contact

Email: trpjobs@resurrectionproject.org

Information

Mail: Human Resources, 1818 South Paulina, Chicago, IL 60608