

THE RESURRECTION PROJECT

Job Description



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| Position Title | Managing Attorney of the Immigration Legal Services Program |
| Supervisory Relationship | Vice President of Immigration Strategy and Advocacy |
| Work Location | 1805 South Ashland, Chicago, IL 60608 |
| Organization General Description | After 28 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 \$500 million in community investment. |
| Department Description | The goal of the Immigration Legal Services Program is to provide direct legal services while engaging clients in advocacy and education and to provide resources for the community to prepare for changes in immigration policy. |
| Job Duties and Responsibilities | <p>Leadership and Management Responsibilities:</p> <ul style="list-style-type: none">• Responsible for all volunteer's and staff's legal work, ensuring fulfillment of ethical and professional standards and high quality legal services are provided to all clients.• Maintain protocols for maintaining ethical and professional standards (as appropriate and as required by liability laws) for client interactions, record keeping, etc.• Train, mentor and supervise legal staff, volunteers, and interns and create an atmosphere of teamwork and collaboration.• Recruit, train, and mentor pro bono attorneys.• Oversee legal staff to ensure effective and competent delivery of services and integration with financial wellness and organizing divisions. Monitor all administrative policies and procedures for effective delivery of legal services.• Keep apprised of developments in immigration law and provide information and provide in-house training to other staff and volunteers.• Develop protocols that enable the organization to expand its provision of immigration services• Identify and pursue funding opportunities for the department in conjunction with the Vice President of Immigration Strategy and Advocacy and the Institutional Advancement pillar.• Prepare and manage program budget and reports. Ensure accurate data collection is captured.• Cultivate, manage, and expand relationships with participants, leaders, TRP member institutions, and partners to promote and further TRP's Financial Services departmental goals and organizational mission. <p>Direct Service Responsibilities:</p> <ul style="list-style-type: none">• Provide expert consultation and representation to clients and potential clients.• Conduct weekly legal intake interviews to assess a client's immigration status, eligibility, and admissibility issues. Handle immigration matters including U-visa, VAWA, TPS, asylum, Deferred Action for Childhood Arrivals (DACA), naturalization and petitions for family relatives. Carry a caseload at |

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a level commensurate with fulfillment of supervisory and managerial responsibilities.

- Maintain accurate, up-to-date files, statistics, and records on clients, cases, etc.
- 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

- Juris Doctorate degree and five to seven years practicing immigration law 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.
- 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.

Special Working Conditions and Demands

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

Position Classification

Full-Time, Exempt

Preparation Date

9/4/18

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 Information

Email: trpjobs@resurrectionproject.org

Mail: Human Resources, 1805 South Ashland, Chicago, IL 60608