

**Position Title:** Staff Attorney, Immigration Legal Services Program

**Supervisory Relationship:** Managing Attorney of Immigration Legal Services Program

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

Direct Services, Case Management, and Data Collection Responsibilities:

- Provide expert consultation and representation to clients and potential clients including case preparation and follow-up.
- 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, petitions for family relatives, and removal defense.
- 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 Immigration Legal Services Program 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 duties as assigned.

**Essential Knowledge and Skills:**

- Juris Doctorate degree and two or more years practicing immigration law required. Experience handling bond and removal defense cases 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.
- 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:**

- Office hours are Tues-Sat
- 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:** 03/01/2019

**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.

**Contact Information Email:** [trpjobs@resurrectionproject.org](mailto:trpjobs@resurrectionproject.org)