



POSITION ANNOUNCEMENT

DEPARTMENT: **Citizenship and Immigration Services**
POSITION: **Immigration Attorney**
REPORTS TO: **Supervising Attorney**
OPEN DATE: **Immediately**

Erie Neighborhood House (ENH), a social service agency serving the Chicago metropolitan area and dedicated to promoting a just and inclusive society, is seeking a **full-time Immigration Attorney with minimum of 2 years of experience practicing in front of USCIS and EOIR**. Reporting to the Supervising Attorney, the immigration attorney will be housed out of the Logan Square Neighborhood Association (LSNA) and the **basic function** is to provide immigration consultations and representation for individuals seeking immigration benefits before USCIS and EOIR. This will be the first and sole attorney position working out of LSNA, employed by ENH, and thus the attorney will also be responsible for assisting the Supervising Attorney in developing the legal services program, including conducting outreach, establishing policies and procedures, and providing legal consultations and representation before USCIS and EOIR.

POSITION RESPONSIBILITIES:

Legal Services and Support

- Assess individuals' eligibility for immigration benefits at walk-in consultations at LSNA, ENH, and partner sites;
- Assist individuals with the completion of the appropriate applications, namely citizenship and naturalization, DACA, family petitions, consular processing, adjustment of status, U-visa, and VAWA, asylum, and removal defense cases;
- Explain relevant policies and case procedure to individuals;
- Provide legal oversight at workshops when applicable;
- Train non-legal and/or legal workshop volunteers to complete applications when necessary;
- Perform factual and legal research and regularly monitor developments in immigration law and procedure;
- Advocate for clients before USCIS and EOIR;
- Conduct community presentations in subjects such as "Know Your Rights," DACA, Citizenship, etc. during nontraditional business hours;
- Other legal services and support as the need arises.

Case Management

- Assist in case management of immigration applicants including but not limited to: maintaining client files, drafting cover letters, preparing application packets, reviewing case files;
- Follow up on pending case work and maintain communication with clients via phone, email, or mail regarding missing documentation necessary for submission of application;
- Assist in case management of citizenship and immigration applicants at workshops and during office hours;
- Respond to all phone calls and email inquiries on citizenship and immigration issues in a timely manner.

Administrative Support

- Represent department at meetings, conferences, and/or legislative visits when necessary;
- Provide workshop preparation prior to workshops and logistical support during citizenship and/or DACA workshops, when applicable;
- Collaborate with other organizations and Erie partners on civic engagement and advocacy activities, i.e. trips to Springfield, rallies, press conferences, etc.;
- Participate in on-going immigration trainings and other professional development; and
- Other duties as requested.

QUALIFICATIONS AND REQUIREMENTS

- JD required;
- Written and oral fluency in English/Spanish required;
- At least 2 years' experience working in immigration legal services, immigration court experience strongly preferred;
- Excellent organizational, oral, and written skills;
- Solution-oriented mindset, with a willingness to take initiative while juggling several priorities;
- Strong proofreading and detail-oriented research and writing skills;
- Ability to prioritize and juggle multiple projects simultaneously and independently, often under pressure and in a fast-paced environment;
- Desire and ability to work independently, but also to perform in a team environment;
- Ability to maintain confidentiality;
- Ability to stay organized, manage a high volume workload, and work under strict deadlines;
- Sensitivity to the needs and legal issues affecting people of diverse backgrounds;
- Excellent professional judgment and interpersonal skills; ability to comfortably exercise calculated risks;
- Proficiency in Microsoft Office Suite and case management software preferred;
- Access to reliable transportation. Travel will be expected between ENH and LSNA locations on a weekly basis;
- Required Saturday hours until 1pm and one evening during the work week; Mondays off.
- Demonstrated commitment to social justice and sensitivity to challenges of the immigrant community.

Salary Range: \$50,000-\$55,000; 40 hours/week

Please forward resume, cover letter, and list of three professional references by September 1, 2019 to:

Gloria Razo, MSW
Staff Development Manager | Human Resources
Erie Neighborhood House
1701 W. Superior St.
Chicago, IL 60642 **send via**
Email: resumes@eriehouse.org

NO TELEPHONE CALLS PLEASE!
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ACCREDITED BY NAEYC & NATIONAL AFTERSCHOOL ASSOCIATION
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