



Position:	Senior Staff Attorney, Immigration Legal Defense Pilot Program
Type:	Full Time
Status:	Exempt
Reports to:	Program Director, Immigration Legal Defense Pilot
Salary range:	Available upon request
Location:	Durham, North Carolina
Updated:	9/28/2021

Position Summary

The City of Durham contracted JusticeMatters to pilot a two-year Immigrant Legal Defense Pilot Program (the “Pilot Program”) that will (1) increase the identification of undocumented individuals in Durham County who are eligible for immigration relief, including relief from removal; and (2) increase access to trauma-informed immigration legal services to protect due process rights and secure immigration relief. More broadly, this program will promote equity in access to legal relief and demonstrate commitment to the wellbeing of all residents.

The Senior Staff Attorney will provide pro bono legal services to clients. Ideal candidates will have experience providing legal representation, consultation, advocacy and education in immigration matters.

Duties and Responsibilities

- Support the Program Director in managing and executing Pilot Program activities, including outreach, screening and scheduling, legal consultations and representation, referrals, monitoring/evaluation.
- Provide immigration consultations to Durham County, NC residents, and participate in the case placement process and maintenance of client files.
- Represent clients in seeking immigration relief before U.S. Citizenship and Immigration Services (USCIS) and the Executive Office of Immigration Review (EOIR)

- Manage caseload of direct legal representation of non-detained clients in removal proceedings primarily before the Charlotte Immigration Court. This includes representation types such as Asylum, Withholding of Removal, Protection under the Convention against Torture, Special Immigrant Juvenile Status, U-Visas, T-Visas, and Cancellation of Removal.
- Provide direct supervision to staff attorneys on direct representation cases, including supervision and assistance of (i) case strategy, (ii) trial preparation, and (iii) caseload management.
- Ensure entry of timely, accurate, and detailed case data into JusticeMatters' case management systems.
- Work with attorneys, health care providers, local, state, and federal law enforcement agencies, and district attorney's offices, and any other relevant organization, to secure necessary information in the course of representation.
- Work closely with the Program Director and Immigration Law Section Lead regarding the internal referral process for potential clients identified through the Pilot Program.
- Attend and participate in community events, legal workshops/clinics, volunteer recruitment/training events, and community-based coalitions that will enhance the Senior Staff Attorney's knowledge, networks, and ability to carry out job responsibilities.
- Train and supervise pro bono attorneys, law students, and interns/externs who volunteer with JusticeMatters.
- Handle other tasks, as requested by the Program Director.
- Generally promote JusticeMatters and our mission and work.

Qualifications and Requirements

1. Law degree from an accredited law school.
2. Current membership in good standing with the North Carolina State Bar.
3. Fluency in spoken and written Spanish, required.
4. A minimum of five (5) years of legal experience representing undocumented individuals in immigration matters (removal defense experience strongly preferred).
5. Excellent organizational, analytical, writing, and editing skills; strong attention to detail.
6. Strong interpersonal, cultural humility, and cross-cultural communication skills.
7. Effective collaboration with external co-counsel and multidisciplinary professionals in the provision of legal services.
8. Ability to think strategically and creatively, solve problems, innovate, exercise initiative, and manage multiple tasks/projects and sensitive information while also being able to determine when to ask for assistance.
9. Proficient in Google Suite and Microsoft Office Suite, and willingness to learn other case management systems.
10. Impeccable integrity, judgment, and discretion.

11. The means and willingness to travel (a driver's license and regular access to a vehicle are required). Travel and mileage are reimbursed.
12. Demonstrated commitment to social justice.
13. Support of the mission and vision of JusticeMatters.

About JusticeMatters

JusticeMatters is a faith-motivated nonprofit providing trauma-informed legal services throughout North Carolina and promoting just policies and practices impacting our clients and community. Since 2011 we have been at the forefront of efforts to integrate principles of trauma-informed care in the legal profession – safety, trustworthiness, transparency, collaboration, empowerment, and choice. As we combat the horrors of human trafficking, we bear witness to the courage and resilience of survivors, the sacrifice and grit of caregivers, the expertise and dedication of our collaborative partners, the passion and generosity of our supporters, and our mutual calling to seek justice for the flourishing of our neighbors here in North Carolina.

Compensation and Benefits

- 20-30 days of paid time off, (used for sick, vacation, etc.), dependent upon length of service
- Health insurance coverage for employees 100% paid by JusticeMatters
- Employer contributes \$50/month into Health Savings Account
- Access to health insurance for family members (paid by employee)
- Access to dental and vision insurance (paid by employee)
- Agency pays for mandatory legal licenses and relevant professional memberships
- Provide \$50 stipend toward CLEs
- Flexible work schedule
- Ability to work remotely
- Paid sabbatical after seven (7) years of service, and five (5) years, thereafter

For more information please visit our website at www.justicemattersnc.org or contact LaToya King at latoya@justicemattersnc.org. To apply, please send a cover letter and resume to latoya@justicemattersnc.org.