



Position:	Staff Attorney, Immigrant Legal Assistance Program
Type:	Full Time
Status:	Exempt
Reports to:	Immigration Section Lead
Location:	Durham, North Carolina
Updated:	10/21/2024

Position Summary

The Immigrant Legal Assistance Program (ILAP) at JusticeMatters was established to (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.

The Staff Attorney will serve with the Program by providing direct legal services to non-detained undocumented individuals residing in Durham County, and will contribute to Program monitoring and evaluation to enhance the efficacy and impact of the Program. This position requires legal experience in removal defense work and may include opportunities for leadership, management, and supervision.

The Staff Attorney demonstrates a strong commitment to survivor empowerment and a readiness to work with immigrant communities, communities of color, and low-income communities to advance equity, resiliency, and civil rights. Ideal candidates have experience in the provision of immigration legal services to survivors of trauma, representing individuals seeking affirmative and defensive immigration relief.

Duties and Responsibilities

- Serve on the Immigrant Legal Assistance Program Team.
- Support the provision of Program services, including outreach, intake, legal consultations and representation, and referrals.
- Provide consultations and representation in removal defense and other select matters, including Asylum, Special Immigrant Juvenile Status, U Visas, T Visas, and VAWA Self-Petitions.
- Collaborate with and support the Immigration Section Lead and paralegals/case specialists in the provision of legal services, including (i) case strategy, (ii) trial preparation, and (iii) caseload management.
- Support the Program's case placement and referral process, maintenance of client files, and data collection in case management systems.
- Contribute to development of opportunities to expand the scope and effectiveness of the Program through innovative program design and sustainable service delivery.
- Engage with the Program's Advisory Board, attending meetings and assisting the Senior Staff Attorney to integrate Board experience, expertise, and counsel to ensure efficacy of Program and responsiveness to communities served.
- Attend and participate in community events and community-based coalitions to enhance knowledge, networks, and responsiveness to communities served.
- Handle other tasks, as requested by the Immigration Section Lead.
- Generally promote JusticeMatters' mission and work.

Qualifications and Requirements

1. Law degree from an accredited law school.
2. Current membership in good standing with a State Bar, and willingness to secure membership with the North Carolina State Bar.
3. Fluency in spoken and written Spanish, *preferred*.
4. Two (2) years of legal experience representing undocumented individuals in immigration matters, with a focus on removal defense work.
5. Demonstrated experience supervising the provision of immigration legal services by attorneys and/or paralegals, *preferred*.
6. Excellent organizational, analytical, writing, and editing skills; strong attention to detail.
7. Strong interpersonal, cultural humility, and cross-cultural communication skills.
8. Effective collaboration with external co-counsel and multidisciplinary professionals in the provision of legal services.

9. Ability to think strategically and creatively, solve problems, innovate, exercise initiative, manage multiple tasks/projects involving sensitive information, and make decisions under pressure, including knowing when to ask for assistance.
10. Proficiency in Google Suite and Microsoft Office Suite, and willingness to learn other case management systems.
11. Impeccable integrity, judgment, and discretion.
12. Ability to travel to Charlotte Immigration Court and other locations off-site, as needed, to execute work/responsibilities. Travel and mileage are reimbursed.
13. Support of the Mission and Vision of JusticeMatters.
14. Affirmation of the Foundation of JusticeMatters.
15. Demonstrated commitment to the Values of JusticeMatters.

About JusticeMatters

JusticeMatters is a faith-motivated, nonprofit law firm that addresses the roots and repercussions of human trafficking. Founded in 2009 in Durham, North Carolina, we provide trauma-informed legal services throughout North Carolina and we promote 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, recognizing that the way we provide legal services—not solely the legal results we secure—holds potential to promote the wellbeing of our clients and our workforce. Our team seeks justice, strives for excellence, upholds trauma-informed principles, embraces community, and is anchored in celebration. We envision the freedom and flourishing of all.

Compensation and Benefits

- 4-day/32-hour work week
- 20 days of paid time off
- 4 days of paid sick leave
- Health insurance coverage for employees 100% paid by JusticeMatters
- Life insurance coverage for employees 100% paid by JusticeMatters
- Health insurance for family members (paid by employee)
- Dental and vision insurance (paid by employee)
- 401(k) retirement account
- Stipend for any required licenses and professional memberships
- Access to robust and personalized professional development, including but not limited to professional conferences and ongoing psychoeducation for trauma-informed design/practice

- Flexible work schedule, with opportunities to work off-site
- Paid 12-week sabbatical after seven (7) years of service, and five (5) years, thereafter

*These details are for informational purposes, and this list is not exhaustive. Benefits are subject to policy or plan changes.

For more information, please visit our website at www.justicemattersnc.org or contact Managing Attorney Cheryl Chew at cheryl@justicemattersnc.org.

Ready to Apply? Send a cover letter and resume to Cheryl Chew at cheryl@justicemattersnc.org.