

JusticeMatters

Position:	Staff Attorney, Immigration Law
Type:	Full Time
Status:	Exempt
Salary Range:	\$65,000 - \$73,000
Reports to:	Immigration Section Lead
Location:	Durham, North Carolina
Updated:	12/2/2024

Position Summary

The Immigration Staff Attorney will provide trauma-informed immigration law services for survivors of human trafficking and other traumas. JusticeMatters' legal services help clients overcome legal barriers to safety, stability, and services, which are foundational to the social determinants of health—reducing the risk of future exploitation and increasing opportunities for healing and wellbeing.

Specifically, the Immigration Staff Attorney will represent individuals seeking immigration relief before USCIS and EOIR. Caseload may include, but is not limited to: T Visas, U Visas, VAWA Self-Petitions, Special Immigrant Juvenile Status (SIJS), Adjustment of Status, Motions with EOIR, Temporary Protected Status (TPS), and Deferred Action for Childhood Arrivals (DACA).

The Staff Attorney should demonstrate 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 will have experience providing immigration legal services and working with survivors of trauma.

Duties and Responsibilities

- Provide immigration legal services for survivors of human trafficking, abuse, and other crimes or traumas.
- 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.
- Maintain accurate and timely records of work performed in each case and update data in case management systems according to internal protocols.
- Work with the Client Support Services team to provide clients with relevant referrals, as needed or requested.
- Stay informed of changes in the law impacting clients/cases and participate in relevant continuing legal education.
- Identify and analyze systemic issues through casework.
- Attend and participate in community events, legal workshops/clinics, volunteer recruitment/training events, and community-based coalitions or task forces to enhance knowledge, networks, and ability to carry out job responsibilities.
- Train and supervise pro bono attorneys, law students, and/or interns/externs who volunteer or contract with JusticeMatters.
- Ability to travel to and from the immigration court in Charlotte as needed.
- Understand and uphold ethical obligations and professional responsibilities associated with working at a law firm.
- 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 the North Carolina State Bar.
3. Fluency in spoken and written Spanish, *preferred*.
4. One to three (1-3) years of legal experience representing clients in immigration matters (experience in humanitarian-based immigration, *preferred*).
5. Excellent organizational, analytical, writing, and editing skills, with 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, manage multiple tasks/projects involving sensitive information, and make decisions under pressure, including knowing when to ask for assistance.
9. Proficiency in Google Suite and Microsoft Office Suite, and willingness to learn other case management systems.
10. The means and willingness to travel (a North Carolina driver license and regular access to a vehicle are required).
11. Impeccable integrity, judgment, and discretion.
12. Support of the Mission and Vision of JusticeMatters.
13. Affirmation of the Foundation Statement of JusticeMatters.
14. Demonstrated commitment to the Core 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 about JusticeMatters, please visit our website at www.justicemattersnc.org.

Ready to Apply? Send a cover letter and resume to Director of Business Operations Santae Cooper at santae@justicemattersnc.org.