

# JusticeMatters

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<b>Position:</b>	Staff Attorney, Immigrant Legal Assistance Program
<b>Type:</b>	Full Time
<b>Status:</b>	Exempt
<b>Salary Range:</b>	\$65,000 - \$73,000 (Compensation commensurate with experience)
<b>Location:</b>	Durham, North Carolina
<b>Updated:</b>	1/14/2026

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## Position Summary

The Staff Attorney will serve with the Immigrant Legal Assistance Program at JusticeMatters to provide trauma-informed immigration law services to individuals residing in Durham County who are in and/or facing removal proceedings. Case types may include, but are not limited to: T Visas, U Visas, VAWA Self-Petitions, Special Immigrant Juvenile Status (SIJS), Adjustment of Status, Asylum, motions with EOIR, and representation in immigration court.

The Program was established to (1) increase identification of undocumented individuals in Durham County who are eligible for immigration relief, including relief from removal; and (2) increase access to trauma-informed legal services to protect due process rights and secure immigration relief.

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.

## Duties and Responsibilities

- Support the provision of Program services, including outreach, intake, legal consultations and representation, and referrals.

- Provide immigration legal services for survivors of human trafficking, abuse, and other crimes or traumas to individuals in and/or facing removal proceedings, including removal defense and affirmative filings.
- Collaborate with the immigration team 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 Program monitoring and evaluation to enhance the efficacy, impact, and sustainability of Program services.
- Occasionally attend and participate in community-based events and coalitions to enhance knowledge, networks, and responsiveness to communities served.
- 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. 1 to 3 years of immigration law and/or removal defense experience preferred; relevant education, training, or transferable experience will be considered.
4. Excellent organizational, analytical, writing, and editing skills; strong attention to detail.
5. Strong interpersonal, cultural humility, and cross-cultural communication skills.
6. Effective collaboration with external co-counsel and multidisciplinary professionals in the provision of legal services.
7. 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.
8. Proficiency in Google Suite and Microsoft Office Suite, and willingness to learn other case management systems.
9. Impeccable integrity, judgment, and discretion.
10. Ability to travel to Charlotte Immigration Court and other locations off-site, as needed, to execute work/responsibilities. Travel and mileage are reimbursed.
11. Support of the Mission and Vision of JusticeMatters.
12. Affirmation of the Foundation of JusticeMatters.
13. 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 week with opportunities to work off-site
- Twenty (20) days of paid time off annually
- Four (4) days of paid sick leave annually
- 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
- Required licenses and professional memberships, paid by JusticeMatters
- Access to relevant professional development opportunities to meet annual continuing education requirements, paid by JusticeMatters
- Paid 12-week sabbatical after seven (7) years of service, and every 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](http://www.justicemattersnc.org).*

*To apply, please send a cover letter and resume to Santae Cooper at [santae@justicemattersnc.org](mailto:santae@justicemattersnc.org).*