MANAGING ATTORNEY POSITION

The Immigration Project (serving Central and Southern Illinois) is accepting applications for the position of Managing Attorney to work within our new CARE Program.

Position: CARE Program Managing Attorney  
Agency: The Immigration Project  
Location: Champaign, IL  
Date Posted: 06/21/2021, Application Open Until Position Filled  
Job Type: Attorney Position  
Schedule: Long-term, Full time, Grant dependent  
Practice Areas: Immigration and Refugee

Agency Information:  
The Immigration Project is a small, dynamic, immigration legal aid organization located in Normal, Illinois with a satellite office in Champaign, Illinois. The agency is the largest non-profit immigration legal services agency located in downstate Illinois with immigration attorneys on staff. Serving clients in 86 counties outside of the Chicago/Cook County area, The Immigration Project has an impact on communities across central and southern Illinois and believes in securing access to justice alongside our immigrant neighbors. More information on the organization can be found at http://www.immigrationproject.org.

The CARE (Children’s Access to Removal Expertise) Program is new to The Immigration Project and provides legal services to a detention center for unaccompanied children opened in April 2021. It is funded through a partnership with the Vera Institute of Justice. Although The Immigration Project does not support the detention of children, it is our priority to ensure that every child in detention receives high quality legal representation to assist them in their immigration journey. This new CARE Program will meet with every child within the detention center to provide Know Your Rights presentations, give legal consultations, represent children in immigration court, and file for immigration relief for the children (and their families) when deemed necessary. Staff will also be responsible for accepting cases for full immigration legal representation to children who are released within our services area, which may include defensive and affirmative filings.

Duties:  
● Must be an inspiring and inclusive leader of the CARE Team which currently includes two staff attorneys, a paralegal, and a portion of the time of a data entry specialist. Staff program size may vary in the future  
● Work collaboratively with and mentor administrative staff, volunteers, Community Navigators, and both college and legal interns.  
● Establish and maintain productive relationships with the Vera Institute of Justice, the detention center facility, Office of Refugee Resettlement staff, Immigration and Customs Enforcement, other legal service providers, and court staff in immigration and family courts.  
● Maintain reporting and case management systems as required by internal policies and grant requirements.
• Directly represent children while they remain in the detention center as well as those released within our geographic zone; this may include regular visits to the Chicago Immigration Court.
• Maintain a caseload of affirmative and defensive cases of the children and their families under the supervision and mentorship of the Legal Director and/or Executive Director.
• Prepare immigration applications, attend USCIS interviews, make appearances before the EOIR, research applicable law, compose memoranda, write client affidavits, and draft motions and briefs as needed.
• Assist unrepresented children with requests for release on recognizance and/or custody redeterminations.
• Represent The Immigration Project in meetings, press related events, regional/state associations, and other public forums as needed.
• Participate in grassroots organizing and advocacy efforts based on expressed community needs under the direction of the Legal Director or Executive Director.
• Participate in program development and strategic planning.
• In accordance with the ethical standards required of the legal profession and the Code of Professional Responsibility, preserve client confidentiality, account for client monies and avoid conflicts of interest.
• Other job duties may be assigned.

Qualifications

• Required:
  ○ License to practice law with membership in good standing to any state bar
  ○ 3-5 years immigration law experience with at least 2 years experience working with unaccompanied minors in removal proceedings
  ○ Passion for working in partnership with clients to achieve justice for underserved communities
  ○ Demonstrated ability to serve clients in a professional, welcoming, and efficient manner
  ○ Fluency in Spanish is strictly required - Please indicate in a resume or cover letter the level of Spanish fluency and years of Spanish language experience.
  ○ Ability and willingness to travel throughout Illinois regularly
  ○ An intended minimum two-year commitment to the position
  ○ Strong organizational ability; attention to detail and accuracy, and demonstrated ability to learn technical and legal information
  ○ Ability to thrive in a flexible, fast-paced and growth-oriented environment, while maintaining a cooperative, friendly, and helpful attitude with clients and co-workers
  ○ Ability to take and pass various background checks to meet grant requirements
  ○ Sufficient computer and internet skills

• Strongly preferred:
  ○ Membership in good standing in the IL state bar and/or willingness to sit for the IL bar exam or seek reciprocity in Illinois within 6 months of starting employment.
  ○ Previous experience working with indigenous communities, survivors of domestic violence, and/or low-income individuals
  ○ Previous experience supervising attorneys, volunteers and/or administrative staff
Salary: $57,500. Generous benefits package including flex time, vacation, personal, and sick days, full medical insurance and contributions to Health Savings Account, optional participation in dental and vision insurance. Retirement benefits available after two years.

Application Instructions:
Please email a letter of interest, resume, and references to:
Legal Director Danielle DeWinter, Esq. ddewinter@immigrationproject.org

Application Deadline: Rolling basis until position filled

The Immigration Project is an equal opportunity employer.