JOB DESCRIPTION
DEPARTMENT OF JUSTICE PARTIALLY ACCREDITED REPRESENTATIVE

Position: Department of Justice Partially Accredited Representative
Agency: The Immigration Project
Location: Champaign, IL or Normal, IL. Some remote work may be authorized. However, the employee must be able to be in the office full time if required.
Date Posted: 7/13/2021, Application Open Until Position Filled
Job Type: Legal Position
Schedule: Long-term, full-time
Practice Areas: Immigration and Refugee

Agency Information:
The Immigration Project “TIP” 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 (which does not include the Chicago/Cook County area), The Immigration Project has an impact on communities across central and southern Illinois. More information on the organization can be found at http://www.immigrationproject.org.

Department of Justice Partially Accredited Representatives (“DOJ Reps”) have proven to the Department of Justice that they have the training and skills to represent individuals in immigration legal matters. TIP would provide on the job training and would expect a newly hired DOJ Rep to apply for accreditation within four months of being hired.

Duties:

- Provide accurate, high quality immigration legal services to low income communities in our service area.
- Represent clients in a diverse client caseload including family-based immigration, VAWA/U Visa, citizenship, DACA, and green card renewals.
- Prepare immigration applications, write client affidavits, and attend interviews at the United States Citizenship and Immigration Service “USCIS”.
- Counsel immigrants and their families regarding immigration legal remedies by traveling to regional clinic locations and regional workshops.
- Represent the Immigration Project in meetings, press related events, regional/state associations, and other public forums as needed.
- Present to the public on citizenship, Know Your Rights, recent executive orders, and other immigration matters.
- Supervise and mentor volunteers and interns with the assistance of other staff.
- Interpret and translate for other organizational staff as assigned.
- Provide administrative support to maintain reporting and case management systems as required by internal policies and grant requirements.
- In accordance with the ethical standards required of the legal profession, the Code of Professional Responsibility, preserve client confidentiality, account for client monies and avoid conflicts of interest.
- Other job duties may be assigned.
Qualifications

- High school diploma or equivalent is a minimal requirement. College degree is highly preferable.
- Must apply for accreditation by the Department of Justice within four months of starting the position; approval by the DOJ will be required for continued employment.
- Some experience working with immigrant communities and/or knowledge of immigration law and policy strongly preferred.
- Previous experience working with indigenous communities, survivors of domestic violence, and/or low-income populations preferred.
- Fluent Spanish or French is required. Please indicate in the resume or cover letter the level of Spanish/French fluency and years of Spanish/French language experience.
- Computer and internet skills required.
- Ability and willingness to travel throughout Illinois regularly is required.
- 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.

Salary: Dependent on experience. 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:
Executive Director Charlotte Alvarez, Esq.
calvarez@immigrationproject.org

Application Deadline: Rolling basis until position filled

The Immigration Project is an equal opportunity employer.