

Job Announcement: Valley Immigrant Advocates
Position: Staff Attorney
Reports to: Executive Director/Managing Attorney

Valley Immigrant Advocates (VIA) is an immigration legal services office created to assist immigrants to find paths to stability, residency, and citizenship. VIA's work includes direct legal services to immigrants, education and outreach to immigrant communities and local service providers, and community education on immigration issues. We are a nonprofit organization (since 2020) staffed by a small group of committed professionals, and with a diverse and committed volunteer board of directors. We're excited to expand our team.

This position is on-site at VIA's office in Ottawa, IL, a vibrant community located 80 miles southwest of downtown Chicago, in the upper Illinois Valley, the heart of Starved Rock Country. We are within a stone's throw of lush and natural outdoor areas and renowned cultural and historic attractions. We are surrounded by open spaces, rivers, and trails. We are the hub to 4 state parks and a nature preserve, all within 20 minutes of our downtown.

Duties and Responsibilities:

- Provide representation in asylum, U Visa, T Visa, SIJS, VAWA, TPS, removal defense, family immigration, naturalization and DACA from screening through case preparation and follow-up.
- Manage cases for non-detained clients including bond hearings, representation at all levels of EOIR at both Immigration Court and the Board of Immigration Appeals (BIA), with possible representation at the US District and Circuit Court of Appeals levels.
- Monitor changes in immigration law and procedures through continuing education and research.
- Prepare for significant changes in immigration law, regulations, and policy.
- Make referrals as necessary for immigration and other legal services for qualifying clients whose needs exceed the scope of VIA's mission.
- Maintain comprehensive up-to-date notes of client contact, indicating date, topic, and resolution in the client file, per VIA's procedures and funding agency requirements, and notify client of all activity regarding their case in a timely manner.
- Actively participate in case review and other meetings needed to provide excellent service to all clients.
- Attend and participate in required educational programs and staff meetings.
- Represent VIA at community functions and at other events as requested.
- Perform other duties as assigned.

Essential Knowledge and Skills:

- JD degree; two or more years practicing immigration law strongly preferred.
- Must be a member in good standing of the Illinois Bar or, if a member in good standing of another state bar, commit to obtaining an Illinois license to practice law as soon as possible.
- Experience handling asylum, removal defense, and non-detained representation strongly preferred.
- Bilingual in English and Spanish strongly preferred.
- A demonstrated team player with the ability to build relationships and work effectively with people of diverse social, faith, economic and racial/ethnic backgrounds.
- Excellent verbal, analytical, writing, and organization skills in English (and Spanish strongly preferred).
- Proficient knowledge of MS Office and case management software.
- Highly motivated and demonstrated ability to work independently in a team-oriented, multicultural work environment.

Salary: \$70,000-\$90,000 per year, depending on experience.

Benefits: Paid time off; other benefits can be discussed, depending on needs of applicant.

Start Date: July 1, 2024 or before; Applications will be reviewed on a rolling basis.

Full-time position: This is a full-time salaried position in this organization, so it will require schedule flexibility on a regular basis, including occasional weekend and evening hours. It is not a virtual employment position and requires some travel in the employee's own vehicle. It is not an hourly position. This position is FLSA exempt.

To apply: Inquire by email at contact@valleyimmigrant.org and reference "employment" in the subject line. Attach a current resume (.doc or .pdf) to the email.

Valley Immigrant Advocates is an equal opportunity employer and does not discriminate in hiring or employment based on race, sex, color, religion, national origin, age, ancestry, marital status, sexual orientation, or any other legally protected status.