

JOB DESCRIPTION January 2017

Job Title: Immigration Attorney
Program: Immigration Legal Services
Reports to: Director of Legal Services

Description:

The Immigration Attorney is a highly motivated attorney with experience and expertise in immigration and nationality law, and excellent communication, interpersonal, and organizational skills. He or she offers legal consultation to clients on immigration and citizenship concerns and will manage existing cases, as well as new cases.

Requirements:

- J.D. or LL.M. degree with admission to the bar of any state;
- Minimum of two years of experience handling immigration and/or citizenship cases;
- Fluency in Spanish, French, Portuguese or Haitian Creole preferred.

Responsibilities:

Direct Service

- Provide immigration and citizenship advice, assistance, and representation to IIC clients and potential clients within the guidelines established for the Immigration Legal Services department.
- Zealously advocate on behalf of clients and provide high-quality legal services to all clients.
- Follow department protocols for cases and consultations.
- Oversee and participate in the IIC's community clinics in Downtown Boston, Brighton, Dorchester and South Boston.
- Consult with Director of Legal Services and other colleagues on legal and case issues.
- Maintain accurate, up-to-date files, statistics, and records on clients and cases.
- Maintain professional and ethical standards in all legal activities, including interactions with clients, record keeping, and legal filings.

Internal Duties

- Provide case examples, statistical and other data for use in advocacy and fundraising activities.
- Help clients access other IIC services as necessary.
- Participate in departmental and agency-wide meetings, planning activities, trainings, events, etc. as appropriate.
- Support the IIC mission and the efforts of other IIC programs.



- Provide reports as required by the Director of Legal Services.
- Perform other tasks as required by the Director of Legal Services and Executive Director.

Reports to: Director of Legal Services

Status: Full-time, 40 hours per week.

About The Irish International Immigrant Center:

The Irish International Immigrant Center (IIIC) was established in 1989 by a group of Irish immigrants. IIIC assists immigrants from Ireland and from around the world as they integrate into American society, and with partner organizations, promotes reconciliation in Ireland. We are a vibrant, multi-service center that provides legal, wellness and education services, advocates for systemic change, and facilitates cross-cultural community building. Our vision is of a society where all people are welcomed and valued and enjoy equal opportunities and protections.

For more information on the Irish International Immigrant Center please see www.iiicenter.org.

How to Apply: Please send a cover letter and resume to career@iiicenter.org with “Immigration Attorney” in the subject line.

Application Deadline: Rolling (we will interview applicants as we receive resumes until the position is filled).

The Irish International Immigrant Center is committed to a policy of providing equal employment opportunities for all and will not discriminate on the basis of race, color, ethnic or national origin, creed or religion, gender, sexual orientation, marital status, age, veteran status, or physical or mental disability. We encourage applications from all those interested and qualified.