



**The Irish International Immigrant Center
Immigration Attorney
Job Description
April 1, 2019**

Reports to: Director of Legal Services
Status: Full-time

SUMMARY:

IIC's immigration attorneys are highly motivated with experience and expertise in immigration and nationality law, and have excellent communication, interpersonal, and organizational skills. They provide expert legal consultation to clients on immigration and citizenship concerns and manage existing cases, as well as, take on new cases.

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 program.
- Conduct new client intakes assessing eligibility at the IIC's citizenship clinics, and provide full representation to applicants for naturalization.
- Conduct intake clinics and provide representation through partnership programs with women's shelters, healthcare facilities, and schools.
- Provide full representation in family and humanitarian immigration cases.
- Zealously advocate on behalf of clients and provide high-quality legal services to all clients.
- Follow department protocols for cases and consultations.
- Participate in the IIC's advocacy efforts.
- Attend periodic community evening intake clinics in Downtown Boston, Dorchester, South Boston, and Brighton.
- 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

- Support clients in accessing other IIC programs and services in collaboration with Education, Wellness and Inclusion staff.
- Provide case examples, statistical and other data for use in advocacy and fundraising activities.
- 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.

QUALIFICATIONS:

- Commitment to the overall mission and values of the IIIC;
- 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;
- A team player with strong collaboration skills:
- Fluency in Spanish, French, Portuguese or Haitian Creole preferred.

ABOUT THE IRISH INTERNATIONAL IMMIGRANT CENTER

The Irish International Immigrant Center (IIIC) was founded in 1989 by a group of immigrants committed to helping empower immigrants and refugees from more than 120 countries by providing the legal, educational and wellness support they need to build successful lives. Building on our Irish roots of welcoming others, social justice and human rights, we help over 3000 newcomers annually find community, and we stand up for immigration policies that are humane and just. America is a nation of immigrants, and despite the current political climate, we are proud to continue the tradition of welcoming immigrants to this country and working together to create a better future for all. Our vision is of a shared society where all people are welcomed and valued and enjoy equal opportunities and protections. For more information on the Irish International Immigrant Center please visit www.iiicenter.org.

WORKING AT THE IIIC

Our staff of thirty bring enthusiasm and a commitment to our mission and to the work they do at the Center. We work – and sometimes play – as a team. Our generous benefits package includes 14 holidays, 20 vacation days and 5 sick days (pro-rated for part-time staff). Health benefits, 12 weeks paid family leave, and a matching 3% of salary contribution toward a 403b plan are offered to anyone working 20 hours per week or more.

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.