



**charlotte center  
for legal advocacy**

justice lives here.

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# Immigration Attorney, Immigrant Justice Program

Full Time

## WHO WE ARE:

Charlotte Center for Legal Advocacy, a non-profit provider of civil legal assistance to low-income persons in the Charlotte region, seeks a staff attorney for its Immigrant Justice Program (“IJP”) to provide legal advice and representation in immigration matters and to participate in other IJP advocacy activities.

[www.CharlotteLegalAdvocacy.org](http://www.CharlotteLegalAdvocacy.org).

## ROLE:

The staff attorney’s work will consist of representing unaccompanied children in removal proceedings and in affirmative applications with the United States Citizenship and Immigration Services (“USCIS”). In connection with these immigration matters, the attorney will represent the sponsors and/or other caregivers of unaccompanied children in child custody proceedings.

## RESPONSIBILITIES:

The Immigration Attorney will have all the responsibilities set out below:

- Provide direct legal representation to IJP clients and mentoring to IJP pro bono attorneys;
  - In the direct representation function, perform ordinary functions of legal counsel including legal research and formulating the legal strategy for the case; conducting client interviews; appearing before immigration and/or state courts or agencies; and drafting and filing court pleadings and applications for benefits.
  - In the pro bono mentoring function, provide robust consultation and technical assistance to pro bono attorneys who have accepted an IJP case.
- Supervise interns and/or other non-attorney staff as needed including:
  - Onboarding, skills training, daily support and coaching, review and quality assurance of filings, regular check-ins and provision of consistent and effective supervision and oversight.
- Maintain a caseload that is adequate to ensure IJP grant obligations are met as directed by the IJP Program Director and Senior Supervising Attorney. Actively build relationships between IJP and the pro bono community.
- In coordination with the IJP Program Director and the Senior Supervising Attorney, as needed, help develop pro bono training resources and local training curriculum, including sample filings and guidance packets. With supervision, present training to pro bono attorneys and community groups.

- Contribute to overall office functioning, including actively participating in CCLA and IJP-wide calls and meetings, and assisting with office events.
- Other tasks as directed.

#### **KNOWLEDGE AND SKILL REQUIREMENTS:**

- Graduation from law school; law license with NC licensure or eligibility for NC comity;
- Demonstrated commitment to the poor;
- Strong communication and analytical ability;
- Strong interest in both individual and systemic advocacy;
- Self-motivated, creative and dependable;
- ***Spanish fluency is preferred.***

#### **WORK SCHEDULE:**

Charlotte Center for Legal Advocacy supports a hybrid work schedule with core work hours, Monday - Friday, 8:30 am - 5:00 pm.

#### **SALARY:**

This position is a full-time salary, exempt position. The annual salary range begins at \$57,645. and may vary depending upon experience and skills.

#### **REPORTS TO:**

Director, Immigrant Justice Program

#### **BENEFITS:**

The Charlotte Center for Legal Advocacy offers a generous leave and benefits package, including medical, dental, and vision coverage at 100% for employees, 22 paid days of General Leave, 12 paid holidays, and 100% employer-paid professional liability.

#### **REASONABLE ACCOMMODATION:**

Charlotte Center for Legal Advocacy (CCLA) is committed to the full inclusion of all qualified individuals. As part of this commitment, it is the policy of CCLA to provide reasonable accommodation when requested by a qualified applicant or employee with a disability, unless such accommodation would cause undue hardship. The policy regarding requests for reasonable accommodation applies to all aspects of employment, including the application process. If reasonable accommodation is needed, please contact Kara Moskowitz at [karam@charlottelegaladvocacy.org](mailto:karam@charlottelegaladvocacy.org).

#### **EQUAL OPPORTUNITY EMPLOYER:**

Charlotte Center for Legal Advocacy provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of reemployment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

**APPLY:**

Applicants should send a resume and cover letter. And a detailed letter explaining your qualifications for and interest in this specific position and organization, describe qualifications for this program, experience with low-income individuals, Spanish language proficiency, and other relevant information.

Include the names and telephone numbers or email addresses of three (3) references.

Submit complete application requirements to [careers@charlottelegaladvocacy.org](mailto:careers@charlottelegaladvocacy.org). Please note the position for which you are applying in the subject line.