



5535 Albemarle Road  
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## Domestic Violence and Immigration Attorney

Full-Time

### WHO WE ARE:

Charlotte Center for Legal Advocacy, a nonprofit 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. More information about the Advocacy Center can be found at our website: [www.CharlotteLegalAdvocacy.org](http://www.CharlotteLegalAdvocacy.org).

### ROLE:

The staff attorney's work will consist of providing legal advice and representation to immigrant survivors of domestic violence before the Mecklenburg County Domestic Violence Court in obtaining protective orders and renewing protective orders. The attorney will work collaboratively with other service providers to support the holistic needs of survivors. The attorney will also engage in community outreach and education to raise awareness about domestic violence and available legal resources.

A portion of the attorney's time and caseload will also be devoted to representing unaccompanied children, individuals, and families in removal proceedings before EOIR Immigration Court and in affirmative applications before 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 before State Courts.

### RESPONSIBILITIES:

- 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; along with assisting referrals from the Pro Bono Room, General Intake, and LOPC
  - In the pro bono mentoring function, provide robust consultation and technical

- assistance to pro bono attorneys who have accepted an IJP case
- Represent survivors of domestic violence in legal proceedings seeking a Domestic Violence Protective Order or No Contact Order pursuant to North Carolina General Statutes 50B and 50C
- Manage a caseload of clients, ensuring thorough documentation and case tracking
- Collaborate with social workers, advocates, and other service providers to deliver comprehensive support to clients
- Conduct practice in accordance with the Rules of Professional Conduct and North Carolina law
- Mentor interns and/or other non-attorney staff as needed
  - 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 Co-Directors
- Actively build relationships between IJP and the pro bono community
- In coordination with the IJP Program Co-Directors, as needed, help develop pro bono training resources and local training curriculum, including sample filings and guidance packets
- Assist in providing training to pro bono attorneys and community groups
- Contribute to overall office functioning, including actively participating in the Advocacy Center and IJP-wide calls and meetings, IJP clinics/events, and assisting with officewide events
- Maintain and develop skills and knowledge by attending training and ensure licensure and certifications are up to date as needed for the role
- Other tasks as directed

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

- Graduation from law school; licensed to practice in North Carolina
- Demonstrated commitment to the poor and underrepresented
- Strong communication and analytical ability
- Strong interest in both individual and systemic advocacy
- Self-motivated, creative and dependable
- Trauma informed
- Team player
- Detail oriented
- Spanish fluency

### **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:**

Co-Directors, 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 increasing proportionately with tenure, and 15 paid holidays. Charlotte Center for Legal Advocacy also offers parental leave; life insurance; long and short-term disability insurance; a salary reduction option for a flexible spending account or health savings account; and North Carolina and Mecklenburg County Bar Dues in addition to opportunities for Continuing Legal Education.

### **TO APPLY:**

Applicants should send a resume 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; other relevant information.

Include the names, telephone numbers, and email addresses of three (3) references. Please ensure that one of your references is someone who has supervised or managed your work.

Submit a cover letter and resume to [careers@charlottelegaladvocacy.org](mailto:careers@charlottelegaladvocacy.org). Please note the position for which you are applying in the subject line.

### **DEADLINE:**

Applications will be reviewed on a rolling basis with a preference for applications received by September 30, 2024.

**Charlotte Center for Legal Advocacy considers all qualified applicants for employment without regard to race, color, national origin, religion, sex, gender identity, sexual orientation, age, disability, or any other legally protected status.**