

Job Title: Staff Immigration Attorney

Location: Spokane, WA

Employment Type: Full-time

Salary Range: \$95,000 - \$110,000

Benefits: Dental and Health, Paid time off, 403B

About Latinos En Spokane (LES):

Latinos En Spokane is a 501(c)(3) non-profit organization committed to supporting citizen participation, culturally led community development, and empowerment of the Latino and immigrant population in Spokane County. Our mission is to build capacity within Latino immigrant families, supporting the advancement of community members, leaders, business owners, and organizations in Spokane. We focus on engaging the community and creating connections to local resources, advocating for immigrant rights and fighting for social, racial, economic, and environmental justice.

Position Summary:

The Staff Immigration Attorney will play a vital role in developing a legal center for Latinos En Spokane, providing low-cost to free legal, criminal, and immigration services. This position involves representing low-income, primarily Spanish-speaking immigrants, including children, families, and adults, before USCIS offices in Seattle, Spokane, or Yakima, Washington. The focus areas include asylum seekers, DACA, U-Visa, T-Visa Permanent residents, citizenship, removal proceedings, and H2A workers.

Responsibilities:

Provide direct representation to individuals in removal proceedings before the Immigration Court, on appeal to the Board of Immigration Appeals or before federal courts, and before the Department of Homeland Security.

- Handle complex immigration cases, i.e. parol, asylum, removal/deportation, DACA, residency, and citizenship

Work closely with the Program Supervisor, DOJ accredited reps and Director of Refugee and Immigrant programs for program success and structure to meet contractual requirements.

Conduct intakes, by phone and in person, and interview clients to gather or clarify information.

Analyze cases to determine eligibility for immigration protections/status under immigration laws.

Maintain a working knowledge of significant policies, laws, practices, and trends in immigration law, especially impacting low-income immigrants and those affected by the criminal justice system.

Establish, organize, and maintain up-to-date files, supervising legal assistants and/or interns.

Perform community-based know your rights sessions, and legal orientation presentations.

Remains current on immigration law, policies and procedures. Remains current on implications of criminal and civil law as it applies to the representation of immigrants and refugees.

Develops and maintains professional relationships with the U.S. Citizenship & Immigration Services (USCIS), government and social service organizations and community organizations. Interprets immigration and department policies and programs to the public, including public speaking.

Advocate for immigrant rights.

Qualifications:

Law degree (JD or LLM) from an ABA-accredited U.S. institution and admission to any state bar.

1-3 years of experience providing direct representation in immigration court and/or before USCIS.

Excellent legal research, writing, analytical, and organizational skills.

Bilingual in English and Spanish or other languages preferred.

Deep commitment to immigrant rights and working with immigrants in need of humanitarian assistance.

Trauma-informed and sensitive listening and communication skills.

Adaptable and flexible self-starter with the ability to work independently and collaborate with others.

Ability to work occasional flexible hours, including nights and weekends.

Valid driver's license required for travel to immigration courts and USCIS offices.

Working Environment:

Standard office environment with the option for hybrid/remote work.

Regular travel for community outreach and legal assistance events.

Evening and weekend work hours may be required.

Training Opportunity:

The CWISP funder provides funding for one out-of-state conference each year, generally held in Washington D.C.

To Apply:

Please upload a single file document including your cover letter, resume, and a list of 3 references. In your cover letter, describe how your lived or work experience makes you a good fit for this role and discuss challenges that pose barriers to providing legal advocacy to immigrant client populations.

Applications:

Accepted on a rolling basis until the position is filled.

Reports To:

Executive Director