



JOB DESCRIPTION

Job Title: Immigration Attorney

Organization: Latinos En Spokane

Status: Exempt | Salaried | Full Time (40h week)

Salary: \$100K - \$140K

Benefits: Health Insurance, Retirement, PTO, YMCA

Reports to: Executive Director

About Latinos En Spokane:

Latinos En Spokane (LES) is a Latino and immigrant-led 501C3 non-profit organization based in Eastern Washington. We are dedicated to being a transformative force for systemic change, racial justice, and building generational health and wealth. Our mission is to empower Latinos, immigrants, and marginalized communities by providing wrap-around services, building cultural landscapes, supporting entrepreneurs, organizing, and creating policies for justice and inclusion

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. parole, 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 protection/status under immigration laws.
- Maintain a working knowledge of significant policies, laws, practices, and trends in immigration law, specially 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.

Work 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.

**To Apply:**

Submit your resume, a cover letter demonstrating your interest and experience in this area and contact information for three references.

EEO statements

Latinos en Spokane is an equal opportunity employer. We do not discriminate based on race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status. The safety and well-being of our employees and potential candidates remain a priority.

Acknowledge of



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