



Staff Attorney or DOJ Accredited Legal Representative – Immigration and Citizenship Department Job Description

About Indo-American Center: The Indo-American Center (IAC) was established as a community based, 501(c)(3) non-profit organization in 1990 by a group of Indian immigrants seeking to respond to the needs of their fellow growing South Asian immigrant population. Located on Devon Ave, at the heart of “Little India” in the West Ridge neighborhood of Chicago, IAC is deeply rooted in the community it serves. IAC connects clients to resources and opportunities that improve their individual community and quality of life through direct service, outreach, education, access, and advocacy. IAC operates six core programs: public benefits connections, immigration legal services and citizenship, adult education and literacy, health literacy and education, a seniors’ program, and civic engagement and community organizing.

The Indo-American Center seeks a talented full-time staff attorney or accredited representative to provide legal services for applicants for citizenship. There may be opportunities to expand one’s caseload to other forms of immigration relief, depending on experience and training.

Under the supervision of the **Supervisory Attorney**, the **Staff Attorney or DOJ Accredited Legal Representative** will be responsible for the following:

Job Summary:

- Provide high quality legal representation
- Lead grant compliance for selected grant(s)

Status: Exempt Full-time, 40 hours per week.

Salary Range: \$50,000-60,000/year, depending on experience.

Duties and Responsibilities:

Direct Representation - Client Legal Services (approximately 70%)

- Provide high quality legal representation, which includes meeting with clients to complete immigration forms and gather required evidence, following up to gather necessary information and documents, preparing and filing application packets, responding to USCIS correspondence if necessary, and preparing clients for their USCIS interviews
- Maintain client expectations by informing clients of next steps, responding to client inquiries in a timely fashion and advising clients on immigration law
- Provide in-language assistance to clients when appropriate
- Research and analyze immigration law, including statutory, regulatory and case law
- Monitor changes in immigration law as they affect clients, including by attending trainings
- Prepare memoranda and briefs to USCIS, and AAO (on a case-by-case basis)
- Represent clients at USCIS interviews (on a case-by-case basis)
- Make appropriate referrals to other IAC services including but not limited to Citizenship classes and ESL classes
- Maintain accurate and orderly client records and files, noting all deadlines, communication



and other relevant information

- Track legal deadlines and follow up with clients to respond on time
- Maintain and protect client confidentiality
- Supervise interns, volunteers, and support staff, as appropriate, and if assigned to do so by the Supervisory Attorney
- Attend required periodic meetings to coordinate with department staff to ensure coordinated services

Grant Compliance (approximately 20%)

- Understand and comply with grant policies and procedures applicable to one's caseload;
- Ensure grant compliance by entering complete client and case data by updating cases using internal case management software (Apricot), external grant reporting software (Salesforce), and internal case tracking Google Sheets document
- Attend required grant meetings as assigned by Supervisory Attorney
- Submit monthly and quarterly grant reports as assigned by Supervisory Attorney

Administrative and Interpretation/Translation Tasks (approximately 10%)

- Record and track department financial data in coordination with the Supervisory Attorney and Finance Associate
- Interpret for legal staff and translate documents, as needed
- Perform other related duties and tasks, as necessary or as assigned

Qualifications

If Staff Attorney:

- Law degree from accredited law school required
- Membership in good standing of State Bar required

If DOJ Accredited Representative:

- Currently a DOJ Accredited Representative (Full or Partial) or an individual eligible to become DOJ accredited, with the education, experience, and documented support necessary to become accredited soon after hiring
- Eligibility requirements for DOJ Accreditation listed here: [LINK](#)

For all applicants:

- Fluency in reading, writing and speaking in English and Hindi or Urdu required
- Fluency in other South Asian languages a plus
- Knowledge of and experience in immigration law required
- Public interest, specifically community based, nonprofit legal experience and/or demonstrated commitment to the public interest required
- Excellent computer skills and office administration skills including Microsoft Office, Google Suite, Zoom, Adobe Acrobat required
- Experience in using case management software including Salesforce, Apricot a plus
- Prior supervisory experience, preferably in a legal setting a plus
- Strong organizational skills and attentive to detail
- Strong analytical, legal research and writing skills
- Previous experience working with immigrant communities (including lived experience)



- Desire and ability to work independently, but also able to perform in a team environment
- Ability to maintain confidentiality and follow ethics rules
- Ability to stay organized, manage a high volume workload, and work under strict deadlines
- Sensitivity to the needs and legal issues affecting people of diverse backgrounds
- Demonstrated commitment to social justice and sensitivity to challenges of the immigrant community
- Willingness to work flexible hours including evenings and weekends
- Able to work a hybrid schedule (some hours at the IAC office and some hours remote).

IAC is an equal opportunity employer. IAC offers competitive benefits including health, dental, and life insurance, flexible schedules, and generous PTO. Please forward **resume, cover letter, and list of three professional references** to Human Resources at jobs@indoamerican.org.

Applications will be reviewed on a rolling basis. Those submitted by **October 21, 2022** will receive priority.