



Supervisory Attorney - Immigration & Citizenship Department Job Description

The Indo-American Center seeks an immigration attorney to support the Immigration & Citizenship Department by supervising the legal program staff and providing legal services.

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.

Under the supervision of the **Executive Director**, the **Supervisory Attorney** will be responsible for the following:

Job Summary:

- **Supervise and train legal staff**
- **Manage individual caseload** and provides direct services to clients according to professional ethical standards
- **Support the Department Manager** in their duties of non-legal programmatic oversight and department administrative duties

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

Salary Range: \$65,000-80,000/year, depending on experience.

Duties and Responsibilities:

Legal Services Staff Supervision & Caseload (approximately 60%)

- Supervise all legal staff and provide direction in identifying and pursuing legal education and professional development opportunities.
- Hold responsibility for maintaining program mission of high quality, affordable and comprehensive legal representation through oversight and implementation of case acceptance, preparation and final review
- Ensure legal staff maintain accurate and detailed records and meet legal deadlines
- Maintain policies and procedures to ensure compliance with funding sources and Department of Justice (DOJ) Recognition and Accreditation.
- Stay up to date with changes in immigration law and other immigration related developments and share developments to ensure staff members understand these changes



- Conduct immigration screenings to determine if clients are eligible for immigration benefits
- File appropriate immigration applications, prepare memoranda and briefs to USCIS, and represent clients in interviews before USCIS.
- Maintain an individual caseload of complex cases involving issues such as criminal history, immigration law violations, previous removal proceedings, etc.
- Research and analyze complex legal matters pertaining to own caseload and that of staff under position's supervision, assuming responsibility and risk for outcomes of program's client cases.
- Develop and enforce internal policy to guarantee all legal staff act in accordance of professional ethical rules
- Attend required periodic meetings to coordinate with department staff to ensure coordinated services

Grant Compliance (approximately 25%)

- Responsible for all grant reporting and data reporting for legal services
- Understand and comply with grant policies and procedures for legal services
- Attend required grant meetings and submit monthly and quarterly grant reports
- Coordinate with Department Manager on data management to design, review, and maintain the Department's data collection and entry
- Provide oversight on future case management system transition(s) in conjunction with the Department Manager
- Coordinate with Department Manager to manage Department Finances

Management and Oversight (approximately 15%)

- Monitor and create as needed department processes and standard operating procedures ensuring consistent implementation in partnership with Department Manager
- Monitor and evaluate effectiveness of legal program activities in coordination with Department Manager
- Ensure consistent onboarding, training, supervision and evaluation of legal staff
- Serve on IAC Leadership Team in partnership with Department Manager
- Develop legal volunteer, academic and internship programs with Department Manager
- Perform other related duties and tasks, as necessary or as assigned

Qualifications

- Law degree from accredited law school and membership in good standing of any U.S. state bar required
- 1-3 years of immigration law experience required
- Experience in affirmative cases before USCIS required, such as citizenship, DACA, family-based immigration such as adjustment of status, removal of conditions of residence, VAWA, U Visa, waivers, TPS
- Prior supervisory experience, preferably in a legal setting, a plus
- Community based, nonprofit legal experience and/or demonstrated commitment to the public interest a plus



- Previous experience working with refugees/immigrants (including lived experience) 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, Docketwise a plus
- Fluency in reading, writing and speaking in any second language is a plus, especially Hindi, Urdu, Gujarati, Punjabi, Bengali/Bangla, Dari, Pashto, or Spanish
- Ability to deliver culturally competent and trauma-informed services through experience working with domestic violence survivors and historically marginalized communities such as the LGBTQ community
- Demonstrated commitment to social justice, refugee, and immigrant advocacy
- Strong organizational skills and attention to detail
- Strong analytical, legal research and writing skills
- Ability to work independently, and lead a team
- Ability to stay organized, manage a high volume workload, and work under strict deadlines
- Willingness to work flexible hours including evenings and weekends

Indo-American Center values a diverse workforce and an inclusive culture. As an Equal Employment Opportunity employer we strongly encourage applications from all qualified individuals of every immigration status, race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, veteran status, and record of arrest or conviction.

IAC offers competitive benefits including health, dental, and life insurance, flexible schedules, and generous PTO. Please forward resume to Human Resources at jobs@indoamerican.org.

Applications will be reviewed on a **rolling basis** until the position is filled.