

**INDIANA LEGAL SERVICES, INC.**  
*Job Announcement*  
**IMMIGRATION AND LANGUAGE RIGHTS CENTER**  
**STAFF ATTORNEY**

**AGENCY DESCRIPTION:** Indiana Legal Services, Inc. (ILS) is a statewide, not-for-profit organization that provides free legal services to eligible clients in civil cases through eight branch offices. ILS is funded by the Legal Services Corporation, Indiana Civil Legal Aid Fund, United Ways, Area Agencies on Aging, and approximately 65 other funding sources.

The Immigration and Language Rights Center (ILRC) is a statewide program of Indiana Legal Services focusing on immigration matters and language access. The ILRC works to provide free legal services to immigrants and limited English proficient (LEP) individuals throughout the state. The ILRC works primarily on humanitarian and family-based immigration cases. Primary case types include asylum, U nonimmigrant visa, T nonimmigrant visa, Violence against Women Act (VAWA) self-petitions, special immigrant juvenile status (SIJS) applications, and naturalization. Additionally, ILRC helps ensure language access is provided to ILS applicants/clients and works on language access advocacy throughout the state.

**EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER:** ILS is committed to promoting diversity, multiculturalism, and inclusion and is proud to be an equal opportunity employer. We recruit, employ, train, compensate, and promote without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, veteran status, or any category protected by law. **We strongly encourage Black, Indigenous, and other applicants of color, people with disabilities, and other people historically underrepresented in the practice of law to apply.**

**LOCATION:** This position will be located in the Indianapolis ILS office.

**JOB SUMMARY:** This is a full-time staff attorney position. The attorney will primarily provide legal assistance and representation to low-income immigrants in humanitarian and family-based immigration petitions. The position will be part of the statewide ILRC. The attorney will work under the supervision of the ILRC Project Director.

**RESPONSIBILITIES:**

- Provide direct legal services to immigrant children and families, prioritizing serving survivors of harm rising to the level of persecution and torture, and child abuse and neglect.
- Represent immigrants seeking asylum in removal proceedings before the Chicago Immigration Court and in affirmative cases before the Chicago Asylum Unit.
- Represent immigrants filing applications for immigration benefits with US Citizenship and Immigration Services, including asylum, naturalization, provisional waivers and Special Immigrant Juvenile Status cases.
- File family-based petitions with USCIS and with the National Visa Center for Consular Processing.
- Conduct outreach events including information sessions and workshops or clinics.

- Contribute to programmatic reporting required under the federal award, when required.
- Work in a team environment.
- Perform such other duties as assigned.

**QUALIFICATIONS:**

- Indiana attorney licensure, or eligibility for Indiana licensure on motion or passage of next scheduled bar examination. Indiana is a UBE state.
- Proficiency in Spanish is strongly preferred.
- A demonstrated commitment to public interest work and to helping immigrant communities.
- Strong writing, communication, interpersonal, and organizational skills.
- An ability to provide victim-centered, trauma-informed, and culturally competent legal assistance to crime victims/survivors.
- An ability to work collaboratively in a variety of contexts and with multiple organization to facilitate comprehensive services to immigrant and LEP communities.
- Prior legal experience working in humanitarian immigration and victim services.
- Prior removal defense experience is preferred.
- Law school clinic, externship, summer or other relevant practice experience.
- Ability to comply with ILS policies and procedures and competently perform all job duties, with reasonable accommodations.

**COMPENSATION:** Starting salary is \$57,425, with a range up to a maximum of \$75,535 depending on experience. ILS offers an excellent fringe benefits package including health insurance (medical, dental, vision, Rx), disability insurance, life insurance, a 401(k) plan, a flex benefit plan and generous vacation and sick leave.

**START DATE:** As soon as reasonably possible.

To Apply: Please send a resume and a list of 3 references with email addresses and telephone numbers by email to [human.resources@ilsi.net](mailto:human.resources@ilsi.net).