

Job Announcement

Organization: Immigrants' and Language Rights Center of Indiana Legal Services
Job Title: Staff Attorney
Job Location: Indianapolis Office of Indiana Legal Services

Indiana Legal Services (ILS) is seeking to hire a full-time immigration attorney to work within the Immigrants' and Language Rights Center (ILRC). The ILRC would like to fill the position as soon as possible.

The ILRC is a statewide immigration program of Indiana Legal Services. 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. This position will carry a removal defense caseload which requires travel to Chicago for Immigration Court. This position may also require travel to perform outreach and to meet with clients.

This position will be in the Indianapolis Office of Indiana Legal Services. The position will be part of the statewide ILRC. The attorney will work under the supervision of the Directing Attorney of the ILRC.

The staff attorney position is an excellent opportunity for those who are committed to poverty law and immigrant rights. ILS is funded by the Legal Services Corporation, United Way and Area Agencies on Aging, private and community foundations, individual donations, and local, state and federal government grants. It has eight offices throughout the state in Indianapolis, Merrillville, South Bend, Fort Wayne, Lafayette, Bloomington, Evansville and New Albany. In addition to its eight offices, ILS has several special projects, including: the Immigrants' and Language Rights Center, Migrant Farmworker Law Center, Low Income LGBT Project, Consumer Law Center, Community Economic Development Project, Indiana Foreclosure Legal Assistance Project, Low-Income Tax Clinic, Senior Law and Nursing Home Ombudsman Project, and Pro Bono Project.

Position Description

The staff attorney will:

- Provide direct legal services to immigrants and their family members with meritorious immigration relief options, including assisting immigrant victims of human trafficking, domestic violence, sexual assault, child abuse and neglect.
- Represent immigrants seeking asylum in removal proceedings before the Chicago Immigration Court and in asylum proceedings before the Chicago Asylum Unit.
- Represent immigrants filing immigration petitions with US Citizenship and Immigration Services, including U-Nonimmigrant Visas, T-Nonimmigrant Visas, VAWA petitions, Asylum, Family-Based Immigrant Visas, Legal Permanent Residence, Naturalization, Consular Processing, Provisional Waivers, and Special Immigrant Juvenile Cases.
- Provide immigrants and LEP individuals with legal advice, brief services, and referral information when full direct service is unavailable.

- Screen applicants for immigration relief options during the weekly Group Case Acceptance Meetings.
- Conduct outreach and education activities, provide referrals, and leverage pro bono resources.
- Contribute to programmatic reporting required under the federal award, when required.
- Work in a team environment.

Qualifications

The ideal candidate will possess the following qualifications:

- Licensed to practice law. Those licensed in states other than Indiana must be able to waive in or sit for the Indiana bar examination.
- 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 organizations to facilitate comprehensive services to immigrant and LEP communities.
- Prior legal experience working in humanitarian immigration and victim services.
- Prior removal defense experience (preferred).
- Law school clinic, externship, summer or other relevant practice experience.

Compensation

Salary is commensurate with experience. ILS offers an excellent fringe benefits package including health insurance (medical, dental, vision, Rx), disability insurance, life insurance, a 401k plan, a flex benefit plan, and generous vacation and sick leave. The attorney may be eligible for the ILS loan repayment assistance program (LRAP) as well as the Indiana Bar Foundation LRAP, LSC LRAP, College Cost Reduction Access Act and Higher Education Opportunity Act LRAP. Some reimbursement for moving expenses may be negotiated for long-distance moves.

Application Instructions: Please send a resume, cover letter, and list of three references to:

Aimee Korolev

Directing Attorney

Immigrants' and Language Rights Center

Indiana Legal Services, Inc.

Aimee.Korolev@ilsi.net

Application Deadline: ASAP. Applications accepted until position is filled.

Mission Statement: Indiana Legal Services uses the law to fight poverty, empower clients, and improve access to justice.

Indiana Legal Services is an Equal Employment Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability or veteran status.