

## Staff Attorney-Removal Defense

Job Status: Full-time (Exempt)

Job location: Alexandria, VA

Projected Start Date: July 2, 2018

Catholic Charities of the Diocese of Arlington seeks a full-time staff attorney to focus primarily on removal defense for its Hogar Immigrant Services program. Hogar Immigrant Services offers a wide range of services at little or no cost to a vulnerable immigrant population, without regard to religious or ethnic identity. Our goal is for immigrants to achieve self-sufficiency and participate fully as productive members of American society.

The Staff Attorney will prepare a wide range of immigration cases for submission/defense to US Citizenship and Immigration Services (USCIS), Department of State, Immigration Court, the Arlington Asylum Office, and the Board of Immigration Appeals. The Staff Attorney will also provide legal representation to Unaccompanied Alien Children in family court and will prepare cases for submission to the US Citizenship and Immigration Services (USCIS) and EOIR. The Staff Attorney will coordinate all aspects of a client's case, including client communication, relevant research, drafting personal statements, preparing immigration forms, writing briefs, drafting court motions and orders, and advocacy with law enforcement and other agencies. Additionally, the Staff Attorney will:

Assist in the supervision of volunteers and student interns. Solicit the help of volunteer attorneys, paralegals, and others to assist with the provision of services when necessary.  
Provide public education in the community, collaborating with other agencies.  
Participate in meetings with immigration legal service community-based organizations.  
Participate on a regular basis in day-long Saturday naturalization workshops.

### Prerequisites for the Position:

Juris Doctor degree with membership in Virginia state bar.

At least 2 years of experience practicing immigration law.

Experience in court and in defensive immigration cases.

Experience with legal representation of Unaccompanied Alien Children preferred.

Proficiency in Spanish and English (writing and speaking) strongly preferred.

Ability to work both independently to manage a substantial workload with deadline pressures.

Competence in communicating and interacting with others of diverse cultural, geographic, and economic backgrounds in a professional and compassionate manner, including interacting with individuals experiencing substantial levels of emotional, physical, financial, or other hardship.

Ability to use basic Microsoft Office programs and online case management software.

Commitment to the mission and goals of Catholic Charities Hogar Immigrant Services.

Regular access to a vehicle and travel to and from court required.

To apply, please submit your cover letter, resume and salary requirements to [jobs@CCDA.net](mailto:jobs@CCDA.net). Incomplete applications will not be considered. No phone calls, please. EOE.