

POSITION ANNOUNCEMENT

The Immigration Project (serving Central and Southern Illinois) is accepting applications for the position of Staff Attorney.

Agency Information: The Immigration Project is a small, regional non-profit immigration legal services agency, located in Bloomington, Illinois. The agency is the only non-profit immigration legal services agency located in the region.

Duties: A primary responsibility of this position will be to manage the agency's family based immigrant visa waiver case load. This includes cases at all stages in the process, from I-130 to NVC Immigrant Visa processing to I-601 filing. Other duties and responsibilities will include counseling immigrants and others regarding general immigration legal information and providing general immigration assistance to low-income residents of the region, including regular travel to regional clinic locations and presentation of general citizenship information meetings. May also be assigned to handle more complex N-400 applications and to attend Immigration interviews; also to research applicable law; compose memoranda, client statements and affidavits, motions, and briefs.

Requires: Fluent Spanish is required. Please indicate in resume or cover letter level of Spanish fluency and years of Spanish language experience. Any state bar membership, or ability to sit for the Illinois bar exam no later than July 2010. Previous experience working with immigrants is preferred; previous experience working with victims of domestic violence or torture also a plus; language skills IN ADDITION to Spanish also a plus. Computer and internet skills required. Ability and willingness to travel regularly is essential. A two year commitment to the position is desired.

Salary: \$38,000+ DOE, medical.

Location: Bloomington, Illinois

Application Procedure: Please email a letter of interest, resume, references, and three writing samples, as follows: one legal writing sample; one non-legal writing sample and one Spanish language writing sample.

Marti Jones
Immigration Project (downstate Illinois)
www.immigrationproject.org
mjones@immigrationproject.org