



Affirmative Action/Equal Opportunity Employer

The American Friends Service Committee is a Quaker organization that promotes lasting peace with justice, as a practical expression of faith in action. Drawing on continuing spiritual insights and working with people of many backgrounds, we nurture the seeds of change and respect for human life that transform social relations and systems.

POSITION DESCRIPTION

TITLE: Staff Attorney, Immigrant Rights Program

JOB CATEGORY: Exempt

STATUS: Full-Time

SUPERVISOR: Supervising Attorney

REGION/UNIT: Northeast Region

LOCATION: Newark, New Jersey

DATE APPROVED: August 2015

BACKGROUND:

The American Friends Service Committee promotes a longstanding Quaker concern for the causes and impact of human migration. Since 1988, the Immigrant Rights Program based in New Jersey has worked to increase the protection of the rights of immigrants and refugees through legal representation, community education, community organizing, monitoring of rights, advocacy, and training.

Since 1996, the AFSC has provided legal counseling and representation to thousands of immigrants, including people in detention, youth, and survivors of domestic violence and other crimes. AFSC has also conducted training sessions and education to immigrant communities, social service providers and attorneys in New Jersey.

SUMMARY OF PRINCIPAL RESPONSIBILITIES

The Staff Attorney will provide legal representation to immigrants who are facing removal proceedings primarily before the Newark and Elizabeth Immigration Courts. The Attorney will meet with clients, counsel them on eligibility for relief under immigration laws, prepare applications for submission to the U.S. Citizenship and Immigration Services (USCIS) and the Immigration Court, and represent clients before the various agencies.

ESSENTIAL FUNCTIONS/RESPONSIBILITIES: The key responsibilities of the Staff Attorney, Immigrant Rights Program include the following:

1. Meet with clients and determine eligibility for immigration status; counsel clients regarding necessary documentation needed to submit application.

2. Provide full representation before USCIS, local Immigration Courts, the Board of Immigration Appeals, and where appropriate, before Federal Courts.
3. Manage caseload and maintain client files in good order, including photocopying applications, letters, supporting documentation, and follow up work. Maintain client and case information in LawLogix.
4. Translate documents or secure translations as necessary; secure interpretation assistance, as necessary.
5. Work with AFSC's Social Worker to meet clients' social services needs.
6. Provide legal education to individuals facing removal.
7. Provide education and training to service organizations, government agencies, schools and other groups on immigration law and policy.
8. Partner with AFSC staff and community groups in outreach, education, and engagement of immigrant communities to cultivate their leadership and civic participation.
9. In collaboration with AFSC staff and other stakeholders, engage in policy and advocacy work concerning issues raised by clients and constituents.
10. Participate in AFSC staff meetings and case reviews.
11. Prepare and submit reports in a timely manner to AFSC supervisors and committees.
12. Attend immigration law training sessions and conferences.

MINIMUM QUALIFICATIONS

EXPERIENCE: Admission to a state bar required.

OTHER REQUIRED SKILLS AND ABILITIES:

1. Three years' experience with immigration law and procedures preferred, particularly in representing people in complex removal proceedings.
2. Demonstrated success working with vulnerable populations.
3. Fluency in written and oral English and Spanish.
4. Experience and comfort with public speaking.
5. Self-motivation; ability to be detail oriented, well-organized, and to prioritize assignments and work load.
6. Ability to communicate effectively and build mutually respectful relationships with co-workers, clients, and the public.
7. Familiarity with software applications in a Windows environment, including Microsoft Word and LawLogix.
8. Commitment to Quaker values and testimonies. Understanding of and compatibility with the principles and philosophy of the American Friends Service Committee including non-violence and the belief in the intrinsic worth of every individual.
9. Understanding of and commitment to the principles, concerns, and considerations, of AFSC in regard to issues of race, class, nationality, religion, age, gender and sexual orientation, and disabilities. Demonstrated ability to work and communicate with diverse staff.

COMPENSATION: Salary Range 15 – Exempt – Comprehensive medical and hospitalization plan; term life, accident and salary continuation insurances, defined benefit pension plan, plus fringe benefits; participation in unemployment and worker’s compensation and social security.

The American Friends Service Committee is an Affirmative Action/Equal Opportunity Employer. Qualified persons are encouraged to apply regardless of their religious affiliation, race, age, sex, gender identity, sexual orientation or disability.

AFSC’s Central Office and some of its offices in the U.S. are unionized workplaces. This position is represented under the Northeast Region’s Collective Bargaining Agreement.

The American Friends Service Committee is a smoke-free workplace.
