



**Immigration Attorney**  
Immigration Legal Services  
Full-Time Exempt  
Reports to: Immigration Legal Services Director

**POSITION SUMMARY:**

Catholic Charities Immigration Legal Services (CCILS) provides high quality immigration legal services to low-income immigrants and their families, and engages in public education, training and community outreach in order to promote justice for all newcomers and encourage their full participation in American Society.

**PRINCIPLE DUTIES AND RESPONSIBILITIES:**

- The attorney will provide direct immigration legal services to low-income individuals, which may include:
  - Providing legal consultations and representation
  - Representing clients before the U.S. Department of Homeland Security in cases, including but not limited to; family-based petitions, waivers, consular processing, U Visas, VAWA self-petitions, T Visas, Adjustments of Status, Asylum, DACA, and Temporary Protected Status
  - Representing clients in removal proceedings in Immigration Court
  - Ensure that all assigned legal services are provided in accordance with applicable State and Local regulatory requirements, Catholic Charities Board Policies, Social Service Division Policies, and the Catholic Charities Code of Ethics and Code of Conduct
- Recruit/ Coordinate legal volunteers, interns, and externs and provide supervision
- Supervision of support staff, legal interns, and legal volunteers as assigned.
- Conduct trainings for legal service providers, community partners, and law students; some travel is required
- Perform community outreach and education events; some travel is required
- Effectively represent CCILS at community functions and at other events as requested or needed
- Participate in trainings and coordination meetings as requested by Supervisor.
- Adherence to Catholic Charities policies and procedures.
- Perform other duties as assigned.

**QUALIFICATIONS:**

- JD degree from an accredited law school and admission to bar in any state
- Ability to communicate concisely and effectively, both verbally and in writing in Spanish and English
- Minimum one year experience practicing immigration law preferred
- Proficient in Microsoft Office programs (including Word, Excel, Outlook and PowerPoint)
- Ability to work well under pressure and to handle a large and demanding caseload
- Sensitivity to and experience working with crime victims - an ability to convey concern and establish trusting, caring relationships with clients by way of active listening and supportive communication
- Demonstration of judgment and discretion in dealing with confidential matters
- Cultural competency and a working understanding of Latino cultures - specifically peoples immigrating from Mexico and Central America
- Experience working with low-income populations preferred

- Ability to organize and prioritize work, be proactive, take initiative, resolve problems, follow through, and simultaneously manage multiple priorities to ensure goals are met in a timely manner
- Strong analytical and strategic problem-solving skills
- Ability to work well in team setting, as well as independently
- Commitment to Catholic Charities mission to work in partnership with vulnerable populations to achieve lasting solutions to poverty and injustice
- Ability to support organizational and program specific mission and goals
- Satisfactory results from criminal, civil and/or motor vehicle background check required.

**COMPENSATION:** Compensation is commensurate with skills and experience. Competitive benefits package, including: 100% employer paid health insurance (employee portion), disability, life insurance, paid time off, 12 paid holidays, retirement plan, free parking and more.

**TO APPLY:** Submit your application, resume and cover letter at  
<https://catholiccharitiesoregon.applicantpro.com/jobs/>

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