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PROJECT
Bismutha

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IMMIGRATION ATTORNEY

Duties

- Provide full representation and/or deliver legal advice to clients.
- File applications, including adjustments, naturalization, employment authorization, appeals, case inquiries, and more.
- Ability to conduct consultations with clients, prepare and file petitions, and assist in addressing issues that may arise.
- Research and review federal, state and private grant guidelines and eligibility; submit letters of intent, proposals and conceptual plans tailored to each grant.
- Communicate with US Citizenship & Immigration Service (USCIS) and local Officers regarding more complex legal matters.
- Familiarity with USCIS, National Visa Center (NVC), InfoPass, and other immigration-related departments.
- Knowledge of concepts including consular processing, adjustment of status, immediate relative, and priority dates. Occasional immigration court representation may be needed.
- Comply with policies, procedures, protocols, and best practices for non-profit immigration law practice.
- Provide other civil law representation, and make legal inquiries to courts, offices and health/human services departments as needed.

Qualifications

- Admission to any state bar or the Washington D.C. bar.
- 1-3 years of experience in immigration law preferred, focusing on family-based immigration cases.
- Outstanding legal research, writing and public speaking skills
- Ability to communicate effectively in English, Arabic and Aramaic ("Chaldean").
- Dedicated to providing high quality legal assistance and capable of handling complex legal issues on behalf of low-income immigrant population.
- Demonstrated accuracy and attention to detail relating to the completion of forms.
- Commitment to serve immigrants and compassion for the issues faced by the low-income and refugee community.
- American Immigration Lawyers Association (AILA) Membership preferred.
- Knowledge of applications including petition for alien relative, deportation/removal defense, and other general immigration law.