ORGANIZATION DESCRIPTION: Justice for Our Neighbors-Iowa (“JFON”) is a project of the United Methodist Church. This position is an employee of the Iowa Annual Conference. JFON’s mission is to welcome immigrants and refugees into our churches and communities by providing free, high-quality immigration legal services, education, and advocacy. We provide many of our services using a clinic model where trained volunteers assist with the intake process.

JFON is an equal opportunity employer. JFON does not discriminate on the basis of race, color, national origin, ethnic background, religion, gender, sexual orientation, age or disability.

POSITION DESCRIPTION: The JFON Managing Attorney is responsible for the provision of direct legal services, including counsel and representation, to immigrants and their families in Iowa. The Managing Attorney also will also share grant-reporting and staff-supervision duties with the Legal Director and Executive Director. The Managing Attorney’s direct supervisor is the Legal Director. This position is dependent upon grant funding and private donations, and continued employment is contingent on funding availability.

DUTIES

A. Provide immigration legal consultation services at clinics held in sites across Iowa. This will most likely involve travel to at least two clinic sites outside Des Moines each month. Responsibilities include direct client service as well as training and supervising volunteers.

B. Provide immigration legal consultations to certain clients in special situations, such as victims of domestic violence, outside of our normal intake clinics.

C. Represent low-income clients in a wide range of humanitarian and family reunification immigration matters, including family-based petitions, domestic violence-related relief, removal defense, asylum applications, Special Immigrant Juvenile Visas, Deferred Action for Childhood Arrivals (DACA), Temporary Protected Status (TPS), naturalization, refugee adjustment of status and other immigration related matters where legal representation is especially important.

D. Make referrals to appropriate emergency/safety services, crime victim services and social services agencies

E. Responsible for active case load and maintaining case management system. Will receive guidance from Legal Director and national network of JFON attorneys.

F. Mentor/supervise one staff attorney, and one DOJ accredited representative, as well as train and supervise occasional interns and volunteers

G. Assist with grant-related and other required reporting of client statistics

H. Attend and assist in the facilitation of all-staff meetings, legal staff meetings, and management team meetings

I. Build positive community environments that welcome strangers in our midst. Raise awareness of immigration issues and the JFON mission through educational activities in houses of worship and the wider community.

J. Engage in community education about basic immigration issues and immigrants’ rights.

K. Build and sustain positive collaborative relationships with churches, nonprofits and other community organizations and individuals in the area of immigration.

L. Promote justice within our United States system of immigration laws, policies and social practices.
QUALIFICATIONS:
A. Member licensed and in good standing of any state Bar.
B. 3-5 years immigration law experience preferred.
C. Ability to effectively communicate in Spanish preferred. Other languages also welcome!
D. Willingness and ability to travel required.
E. Ability to work with people of varying religious, cultural and linguistic backgrounds.
F. Ideal candidate will have demonstrated commitment to and a passion for working in public interest
   in immigration or related areas.

APPLICATION:
• Salary range: $50,000 – 55,000 based on experience.
• Please send resume, cover letter, and references by e-mail to Sol Varisco, Executive Director at
careers@iowajfon.org
• Position will remain open until filled.

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