

International Institute of Akron Staff Attorney

Position: Immigration Staff Attorney

Department: Immigration Legal Services

Time Commitment: Full-time

Location: Akron, Ohio

Organization:

The International Institute of Akron (IIA) is a refugee resettlement and immigration services nonprofit organization located in Akron, Ohio and serving all of Northeast Ohio. IIA seeks an entry-level immigration attorney. The attorney will provide legal assistance to community members through: (1) direct representation; (2) individual consultations; (3) self-help assistance in the form of community workshops and legal clinics; and (4) community education.

Position Description:

This position will focus on providing legal representation in various immigration matters, but focusing on 1) representing community members seeking immigration status through refugee status or family visa petitions; 2) representing victims of violent crimes in applying for immigration benefits (including self-petitions, U or T visas and other forms of relief); 3) representing lawful permanent residents to file applications for naturalization; and 4) defending individuals in removal proceedings. The staff attorney may also be assigned work relating to other immigration matters. The attorney will work closely with other staff members and community partners in the Northeast Ohio region in conducting citizenship workshops, outreach and community education, and providing individual consultations to persons who may be eligible for immigration benefits.

Responsibilities:

- Provide direct representation to persons in removal proceedings;
- Provide direct representation to persons submitting affirmative applications with USCIS;
- Conduct presentations, workshops, legal clinics and individual consultations;

- Provide support to other IIA staff on cases;
- Perform administrative tasks related to grant reporting and other requirements;
- Participate in IIA's outreach, community education and development efforts;
- Supervise legal secretaries, DOJ accredited representatives, law clerks, interns and volunteer attorneys;
- Perform other tasks as required and directed by supervisory staff.

Professional Qualifications, Experience and Attributes:

- Law degree from accredited U.S. law school;
- Admission to the bar of any state in the U.S. (will consider a law graduate planning on taking the next bar examination);
- Demonstrated commitment to immigrant rights and willingness to support IIA's mission, vision and values;
- Excellent written and oral communication skills;
- Commitment to working in a diverse and inclusive working environment;
- Fluent in English;
- Strong organizational skills and ability to work independently;
- Proficiency in use of web-based software, MS Word and MS Excel;
- Fluency in a relevant language(s) and/or some experience in immigration law preferable;
- Salary based on experience; plus health, dental, and generous vacation benefits.

How to Apply:

- Send cover letter, resume, and references to careers@iiakron.org with the subject "Staff Attorney Application."
- Full consideration will be given to those who apply by July 31st, 2022. Applications may be accepted on a rolling basis until position is filled.

The International Institute of Akron (IIA) is an equal opportunity employer committed to diversity and inclusion. It is the policy of IIA to comply with all applicable federal, state, and local laws prohibiting employment discrimination. IIA is committed to providing an inclusive work environment free from discrimination and harassment. IIA does not discriminate on the basis of race, color, sex, marital status, sexual orientation, gender identity, veteran status, age, creed, religion, ancestry, national origin, or the presence of any sensory, mental or physical disability. We encourage applications from people of color, immigrants, women, people with disabilities, members of the LGBTQx community and other underrepresented groups.