



Staff Attorney

Title	Staff Attorney
Employment Type	Full-time
Program Area	Washington New Americans Program
Reports To	Washington New Americans Senior Manager

OneAmerica is a Seattle-based nonprofit whose mission is to advance the fundamental principles of democracy and justice at the local, state and national levels by building power within immigrant communities in collaboration with key allies. Founded in the wake of September 11, 2001, OneAmerica has grown to become a locally and nationally recognized leader in furthering immigrant, civil and human rights.

Position summary:

OneAmerica is seeking an immigration attorney primarily to support the [Washington New Americans program](#), which is devoted to helping eligible legal permanent residents become U.S. citizens, voters and active members of our community. The staff attorney will not represent individual clients, but rather provide consultation, training and capacity-building support for Washington New Americans statewide naturalization workshops and 17 DOJ-recognized agencies funded by WNA. The attorney will also provide consultation and advisory support to OneAmerica's other immigration-related policy and advocacy efforts, estimated at about 20% of time. The position is based in our Seattle office, reports to the WNA Senior Manager and will join a team of 6 FTE Washington New Americans program staff.

PRIMARY RESPONSIBILITIES

• Technical Assistance, Training and Capacity-Building – 60%

- Develop and conduct training sessions for WNA grantee agencies (DOJ-accredited staff, and those aspiring to become accredited)
- Together with staff, develop and execute rotating training and support schedule for 17 grantee agencies
- Provide in-person and phone technical assistance for grantee agencies on naturalization questions and complex naturalization cases
- Provide supervisory support for the Washington New Americans statewide citizenship hotline
- Maintain current knowledge regarding immigration law, policies and procedures
- Improve overall delivery of naturalization legal services, including use of technology, to improve program efficiency

• Legal support at Naturalization workshops – 20%

- Staff naturalization workshops (about 12-18 per year, half in Seattle area, half outside), providing legal supervision and review of individual naturalization cases
- Develop and deliver training to legal volunteers in advance of, and during, naturalization workshops
- Work in collaboration with major partners in naturalization work (City OIRA, AILA-WA, other pro bono partnerships) and other stakeholders
- Conduct pro bono outreach efforts, with specific focus on naturalization training and development for non-immigration attorneys

• Policy and Advocacy Support – 20%

- Provide limited policy support to OneAmerica staff engaged in immigration policy campaigns at the local, state and national level for purposes of legislative drafting, legal review or testimony before public officials
- Provide limited legal advice or referral assistance to OneAmerica staff engaged in Know Your Rights trainings or specific efforts to assist immigrants facing deportation proceedings or other challenging immigration-related situations
- Track policy developments inside Department of Homeland Security agencies, provide analysis and suggest policy solutions
- Proactively work with selected OneAmerica leaders and members to anticipate potential immigration legal challenges and situations they may encounter so that the organization may be best prepared in such circumstances
- Support the Executive Director in staffing the OneAmerica Board to assess litigation matters brought before the Amicus Committee, where OneAmerica may be able to provide valuable experience to immigration matters under litigation

QUALIFICATIONS

- Licensed attorney
- Experienced in immigration and naturalization law, especially family-based immigration
- Experience providing immigration services to low-income clients
- Experience leading training sessions or CLEs on immigration topics
- Willingness to take initiative and generate creative solutions to challenges
- Ability to work successfully both independently and collaboratively
- Proficiency in Microsoft Office suite, especially Excel and Word
- Bilingual skills a plus!
- Passion for social justice and building power in immigrant communities
- Access to reliable vehicle and possess a Washington State driver license (in-state travel estimated at 25%)

COMPENSATION

- Salary range: \$58,000 - \$63,000 DOE
- Comprehensive health, vision, dental, life, and short- and long-term disability
- 5 weeks (200 hours) paid time off, accrued at 8.33 hours semi-monthly
- 403(b) plan

To apply, please send a resume and cover letter to jobs@weareoneamerica.org before January 26, although interviews will be conducted on a rolling basis. In your cover letter, please address how your personal and professional background informs your interest in working with OneAmerica.

OneAmerica is an Equal Opportunity Employer and encourages women and people of color to apply.