



Direct Services Attorney

Asian Americans Advancing Justice – Atlanta is seeking applicants for an attorney position to provide direct immigration services to AAPI and other immigrant and refugee communities in Georgia and the Southeast. This opportunity is geared toward a first-year attorney, who has an interest and/or experience in immigration and civil rights law.

About Asian Americans Advancing Justice – Atlanta

Asian Americans Advancing Justice – Atlanta is the first legal and policy advocacy center dedicated to defending democracy for Asian Americans, immigrants and refugees in Georgia and the Southeast. Founded in 2010, Advancing Justice – Atlanta serves thousands of vulnerable and underserved people through its core program areas of civic engagement, direct legal services, policy advocacy, and leadership development. Our vision is a social movement where AANHPIs, immigrants, and refugees are fully empowered, active in civic life, and working together to promote equity and fair treatment for all. Advancing Justice – Atlanta is one of five independent civil rights organizations that make up the national Asian Americans Advancing Justice affiliation.

About the Position

The attorney will work with Advancing Justice – Atlanta and the broader Advancing Justice affiliation to provide direct immigration services to the community.

Responsibilities

The Staff Attorney will:

- Conduct client intake, and prepare applications and petitions for submission to the United States Citizenship and Immigration Services
- Prepare legal documents such as memos, briefs, and motions for submission to immigration court
- Assess clients for other immigration-related needs and provide referrals as needed
- Assist in community outreach and educational activities, including planning and conducting citizenship clinics and Know Your Rights presentations
- Assist in Advancing Justice - Atlanta's Family Preparedness Clinics and participate in Advancing Justice - Atlanta's free citizenship workshops
- Train with the Southern Poverty Law Center's Southern Immigrant Freedom Initiative and provide immigration assistance to Advancing Justice - Atlanta's clients, as needed

Additionally, the fellow will be required to:

- Attend the annual Advancing Justice conference in early 2019; and
- Attend other conferences and trainings as needed.

Qualifications:

- Proficiency in Spanish or an Asian language (Vietnamese, Korean, Urdu/Hindi, Mandarin, Cantonese, Arabic, Farsi) is preferred but not required.
- Must have the ability to work independently, and participate fully in decision-making processes.
- Selection will be based on a variety of factors, including the applicant's academic and professional qualifications, a demonstrated commitment to the public interest, especially immigration law.

Application instructions:

- Resume, not to exceed one page;
- A legal writing sample not to exceed 5 pages;
- A list of three professional or academic references; and
- Please submit all application materials as one pdf file to jobs@advancingjustice-atlanta.org
No phone calls or inquiry emails please.

Salary and Benefits

Salary range for this position is commensurate with experience and based on the principles of internal equity with a generous benefits package including medical, dental, and vision insurance. Applications will be accepted on a rolling basis.

Applications DUE by August 10th

Send resume, cover letter, 3 references and a writing sample to jobs@advancingjustice-atlanta.org. However, we will be accepting applications and conducting interviews on a rolling bias.

