

Arizona Justice For Our Neighbors Staff Attorney Position

We are hiring! If you are ready to work with an elite team passionate about serving the immigration community with dignity and respect providing hope and justice, join our team.

About the Organization:

Arizona Justice for Our Neighbors (AZJFON) is a nonprofit organization driven by its mission committed to serving our immigration community by creating opportunities, growth, and empowerment for restoring hope, healing, and justice through policy change, legal representation, and leadership advocacy.

Reports to: The Managing Attorney.

Salary and Benefits:

The starting salary is \$60,000 with benefits including medical allowance provided, generous time paid off to include two weeks off for the holiday break in December with an additional week off in the summer, a retirement plan with matching by the AZJFON, an employee assistance program, professional development assistance, and a healthy working environment where your well-being matters.

Hybrid Work Environment:

Hybrid remote in Arizona. We work in a flexible working environment allowing us to effectively serve our clients and community while providing a healthy work balance for employees. Other remote work may be considered under special circumstances. The Staff Attorney should have the ability to meet clients in person for consultations, document signing, and casework when deemed necessary.

Qualifications:

Must be a member in good standing with the bar and eligible to practice in the highest court of state, possession, or territory. The Staff Attorney must maintain the qualifications of education and bar requirements. The Staff Attorney will keep licensure requirements and communicate with the Executive Director any needs, training, and resources required to successfully fulfill the duties assigned. Must hold a driver's license and have access to a registered vehicle. Staff Attorney must have immigration law experience, strong case management, legal research, and writing skills. The Staff Attorney must be an exceptional teammate and demonstrate innovation toward solutions.

Position Summary:

The Staff Attorney will be responsible for the direct representation of immigration cases. Experience in directly representing clients in immigration cases, including removal proceedings before USCIS. Experience before EOIR and with affirmative remedies before USCIS is

preferred. The Staff Attorney will be able to prepare and file applications, petitions, and motions before the appropriate immigration authorities. Conducting legal research and drafting legal briefs, memoranda, and other documents is essential

The Staff Attorney may provide community education presentations and substantive training to staff and other partner organizations. Other duties may be assigned by the Executive Director as deemed appropriate and necessary.

Essential Functions:

- Lead through kindness and excellence.
- Have fun and build a working environment focused on well-being.
- Demonstrate the ability to multi-task and adhere to deadlines.
- Resiliency and the ability to adapt within the ever-changing world of immigration laws and procedures, scheduling priorities, etc.
- Maintains a caseload of immigration cases as indicated by the Executive Director (ED).
- Representation of clients either before USCIS and/or EOIR (Executive Office for Immigration Review).
- Must be comfortable with telephone, email, Zoom, WhatsApp, and other virtual means of communication.
- Participation in team meetings and case reviews.
- Must be willing to travel for court hearings.
- Complete virtual and in-person consultations including data entry.
- Keep abreast of developments in immigration law and convey/discuss updates with staff and volunteer/pro bono attorneys as assigned.
- Conduct outreach presentations on immigration legal issues and meet with community stakeholders as needed or assigned.
- Lead in building effectiveness and excellence within teams.
- Exhibit strong core values and productivity.
- Can communicate effectively and with solution-driven approaches.
- Demonstrate high levels of emotional intelligence.
- Fluent in using case management software, Microsoft Office, Adobe, and other programs standard to day-to-day work in the office.
- Strong legal research and legal writing skills.
- Spanish fluency (preferred)

To Apply: Please send a cover letter and resume to talent@azjfon.org, or PO Box 27185, Tucson, AZ 85726, Attn: Staff Attorney Position.

Applications will be accepted on a rolling basis until the position is filled. The Hiring Committee will begin screening resumes upon receipt.

AZJFON is an equal opportunity employer. We value a diverse workforce and an inclusive workplace. AZJFON encourages applications from all qualified individuals, without regard to race, religion, gender, sexual orientation, gender identity or expression, age, national origin, disability, marital status, citizenship, or any other consideration prohibited by law.