

# Job Description

## Staff Attorney



**TITLE:** Casa Marianella Attorney/Staff Attorney  
**REPORTS TO:** Legal Director  
**TYPE OF POSITION:** Full-time  
**OFFICE LOCATION:** Austin, Texas  
**FLSA STATUS:** Exempt

### **SUMMARY DESCRIPTION:**

*The staff attorney will provide high quality immigration legal services and education to low-income immigrants throughout Central Texas. Responsibilities include representation and consultations for individuals screened by Casa Marianella legal staff in removal proceedings (detained and non-detained) and pro se assistance to individuals through various programs. Staff attorneys are also required to maintain program statistics, client database and files, and provide reports as required. Education and outreach to the immigrant community on various legal issues may also be required of the staff attorney. Changes in immigration policies and laws, and agency priorities may require changes in duties.*

### **MAJOR DUTIES AND RESPONSIBILITIES:**

- Coordinate & conduct regular legal presentations and conduct pro se assistance and/or clinics for those facing deportation who have been screened by Casa Marianella Legal Staff.
- Screen and provide in-office legal consultations to individuals who are in removal proceedings before the Executive Office of Immigration Review (EOIR).
- Represent eligible immigrants in bond and removal hearings before EOIR in San Antonio and represent individuals in affirmative applications before US CIS
- Work collaboratively with the American Gateways and Casa Marianella teams in developing and refining training materials, sample forms and documents, checklists, and other items needed for outreach and case preparation and pro se assistance
- Develop an expertise in asylum law to be available to answer questions from legal practitioners, community partners and relevant stakeholders regarding asylum work
- Provide live (virtual or in-person) and recorded trainings and outreach, as needed
- Mentor pro bono attorneys representing asylum seekers, including leading group meetings, and reviewing and providing feedback on pro bono asylum filings
- Identify, analyze, and respond to legal or procedural changes that affect asylum seekers
- Mentor support staff assisting in outreach events, clinics and pro se assistance work
- Provide monthly statistical reports of caseload and program activities.
- Assume other legal duties to meet any needs of agency as required

### **REQUIRED WORK EXPERIENCE/SKILLS:**

- Dedication to and experience serving low-income populations and a demonstrated commitment to pursuing social justice.
- 1-2 years of legal experience in immigration law, or in a non-profit organization serving low-income persons.
- Bilingual in Spanish and English.
- Excellent communication and writing skills.
- Excellent organizational skills and attention to detail.

### **REQUIRED EDUCATION/QUALIFICATIONS:**

- JD from accredited university
- Bar Admission in any US state (Texas preferred)

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**PREFERRED EDUCATION/EXPERIENCE:**

- Proficiency in another language
- Criminal Law background
- Immigration Clinic experience
- Immigration court experience
- Other court experience

**WORK HOURS:** This is a full time, 40 hour per week position.

**LOCATION:** This opportunity is hybrid. High speed internet required.

**TERM:** This position has received an initial funding commitment of 5 years but will continue as long as funding is secured.

**APPLY:** Please email resume and cover letter to [americangateways@gmail.com](mailto:americangateways@gmail.com)