



Staff Attorney or DOJ Accredited Representative

Position: Just Neighbors seeks a passionate, mission-driven staff attorney or DOJ accredited representative to provide immigration legal services to immigrants and refugees in northern Virginia. This position will be based out of our Annandale office and will regularly meet with clients at the office or at various clinic locations in northern Virginia.

How to Apply:

Deadline: Rolling basis or until filled. You must email a cover letter, resume, list of references (minimum three) and writing sample to Cristina Sproul, Managing Attorney of NOVA Programs at cristina@justneighbors.org. Please include STAFF ATTORNEY/ DOJ ACCREDITED REP in the email subject line.

Who we Are:

Just Neighbors (www.justneighbors.org) is a nonprofit immigration legal service organization which provides immigration legal services to low-income immigrants and refugees in Virginia, Maryland and DC. As “just neighbors,” we are a diverse team of attorneys and staff dedicated to achieving justice and equality by helping immigrants and refugees navigate the immigration legal system. This position will be part of our long-established NOVA team. Just Neighbors is a member site of the Immigration Law and Justice Network, a national non-profit dedicated to providing quality immigration legal services throughout the nation.

Responsibilities:

- Maintain a robust caseload of humanitarian and family-based immigration applications, including VAWA petitions, U/T Visas, Special Immigrant Juvenile petitions, family-based adjustment or status and consular processing, naturalization, asylum and removal defense, among others. Work requires meeting with clients for initial consultations and preparing applications for submission to USCIS, as well as court filings and representation before EOIR. Staff attorneys may also appear before local family courts for SIJ predicate orders.
- Coordinate and attend daytime, evening, and/or weekend immigration legal clinics, including supervising volunteers.
- Conduct community outreach presentations on issues surrounding immigration. Some presentations may be in Spanish or languages other than English and may be during evening/weekend hours.
- In coordination with the Managing Attorney of NOVA Programs, continue to develop community partnerships and service delivery models in the northern Virginia.
- Attend all-staff meetings in Just Neighbors Annandale office on a monthly basis.

Qualifications:

- If attorney, active bar membership in Virginia or plans to become a member (preferred); if accredited representative, current or former DOJ accreditation with willingness to seek full accreditation if necessary
- Spanish fluency preferred
- Ability to work from a variety of locations, including in community partner offices, churches, community events, and from home
- Excellent attention to detail
- Openness to learning and expanding your immigration expertise
- Hard-working, flexible and able to carry a full caseload
- Committed to working in a team with people of all backgrounds, ethnicities and sexual orientations
- Strong public speaking skills
- Passion for immigration, human-rights, and the non-profit sector
- Enthusiasm for working with volunteers
- Sensitivity to working extensively with trauma survivors

Salary range is \$60,000-\$73,000 for the staff attorney position and \$54,000-\$71,000 for the accredited representative position, contingent on experience and qualifications. Compensation is determined by established, non-negotiable salary bands and objective criteria relevant to the position. Just Neighbors offers a flexible working environment as well as excellent benefits including generous paid time off (20 vacation days, 10 personal days, and 17 holidays), fully paid health insurance, employee assistance program, and an 8% contribution to 403(b) retirement plan. Just Neighbors is an Equal Opportunity Employer; we are committed to building a team that represents a variety of backgrounds, perspectives, and skills. We believe the more inclusive we are, the better we are able to assist clients. We welcome applicants of all religions, gender-identities, races, ethnicities, ages, physical abilities, and sexual orientations.