

## **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 in our Annandale office and will regularly meet with clients at the office or at various locations in northern Virginia.

### **Who we Are:**

Just Neighbors ([www.justneighbors.org](http://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 U/T Visas, Special Immigrant Juvenile petitions, VAWA petitions, family-based adjustment of 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 and Virginia Juvenile and Domestic Relations District Courts (for Virginia-barred attorneys).
- Coordinate and attend occasional 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.

### **Qualifications:**

- If attorney, active bar membership in Virginia or ability to waive in (preferred); if accredited representative, current or former DOJ accreditation with willingness to seek full accreditation if necessary
- Spanish fluency (preferred)
- 2-3 years of experience in immigration law
- Ability to work from a variety of locations, including in community partner offices, faith communities, community events, and remote
- Excellent attention to detail
- Openness to learning and expanding 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 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.

**To Apply:**

Applications will be reviewed on a rolling basis. Please email a cover letter and resume to Katie Fourmy, Managing Attorney, at [Katie@justneighbors.org](mailto:Katie@justneighbors.org).