



Staff Attorney or Senior Staff Attorney

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

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 immigration applications, including U/T Visas, Special Immigrant Juvenile, VAWA, asylum, naturalization, among others.
- Meet with clients for initial consultations and prepare applications for submission to USCIS, as well as court filings and representation before EOIR, including the BIA, and Virginia Juvenile and Domestic Relations District Courts (for Virginia-barred attorneys).
- Coordinate and attend recurring daytime, evening, and/or weekend immigration legal clinics, including supervising volunteers. Some of these may be co-located at community partners’ offices.
- Conduct community outreach presentations on immigration issues. Some presentations may be in Spanish or other languages and may be during evening/weekend hours.

Qualifications:

- JD and admission to any state bar (Virginia preferred)
- Spanish fluency
- 1-4 years (for Staff Attorney) or 5+ years (for Senior Staff Attorney) of experience representing immigrants before USCIS and/or EOIR
- Excellent attention to detail
- Committed to working in a team with people of all backgrounds
- Strong public speaking skills
- Willingness to work cooperatively with volunteers
- Sensitivity to working with trauma survivors

Salary range is \$65,500 - \$75,000 for a Staff Attorney and \$67,500 – \$78,500 for a Senior Staff Attorney, 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 schedule which may include telework, 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.

How to Apply:

To apply, please email a cover letter and resume to office@justneighbors.org with the Subject line, “Staff Attorney Application.” Applications reviewed on a rolling basis. Position open until filled.