



International House of Metrolina, Inc.

Immigration Attorney

Salary Range: Starting at \$53,000

Organization

The mission of International House of Metrolina, Inc. (International House) is to help immigrants and international culture thrive in the greater Charlotte area.

We provide a variety of programs to promote immigrant integration and offer cultural clubs and international exchange experiences enriching our community. Founded in 1981 by the international community, we believe that when you help immigrants and international culture thrive, we all thrive.

International House currently serves 5000 individuals annually with a budget of \$2M and a staff of twenty foreign-born, foreign-rooted, and internationally minded individuals.

Position

The International House Immigration Law Clinic is currently staffed by three attorneys, one DOJ-accredited paralegal, a legal clinic specialist, and two part-time legal assistants. We provide representation to refugees, asylees, and other low-income immigrants in family immigration and naturalization matters in the greater Charlotte-Mecklenburg region.

Reporting to the Clinic Director, the Immigration Attorney position is a full-time exempt position that includes health insurance, generous PTO, and holiday pay. This position requires in-office hours Monday – Friday 9 am to 5 pm.

Responsibilities

- Represent eligible clients before USCIS (United States Citizenship and Immigration Services), the Immigration Court, and in federal and state courts in immigration-related cases.
- Conduct initial consultations, draft required forms, assemble cases for filing.
- Monitor status of cases and communicate with USCIS and clients regarding status.
- Work collaboratively with other staff members to evaluate, troubleshoot, and monitor cases.
- Participate in weekly case conferences with supervising attorney.
- Maintain Clinic specific databases and perform necessary administrative tasks (including, tracking hours and case status throughout several spreadsheets for grant reporting purposes, maintenance of the Clinic calendar, tracking of important deadlines, USCIS interviews, court hearings, etc.).
- Assist with recruitment, training, and supervision of volunteers and legal interns.

- Participate in administrative and logistical aspects of any events scheduled by the Clinic.
- In the absence of the supervising attorney, provide guidance and supervision to paid and volunteer staff in case representation matters.
- Participate in development and public relations activities of Program with International House development and communications staff.
- Act as a representative of International House and liaison to appropriate community partners, as needed.
- Participate and provide leadership in professional meetings, seminars, and associations
- Provide outreach information to the international community and to agencies working with the international community.
- Coordinate with other related International House programs (e.g., Education).
- Assist in other administrative and program development duties.

Experience & Qualifications

- Bar admission required, with North Carolina Bar admission preferred.
- Experience practicing immigration law, 2-5 years preferred.
- Experience working cross-culturally or with multiple ethnic groups.
- Demonstrated proactive approaches to problem solving and ability to exercise sound judgment.
- Proven ability to identify problems and develop creative solutions both independently and in collaboration with others.
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of service and response.
- Fluency in Spanish (verbal and written) is required.

Candidate Profile

The ideal candidate will be a team player willing to complete and oversee duties and will strive to:

- Be a servant leader who has experience and passion for the immigrant and international community.
- Be honest, trustworthy and ethical with impeccable integrity and able to handle confidential information with discretion.
- Utilize excellent communication skills, both verbal and written.
- Use effective listening skills.

- Employ strong organizational skills that reflect the ability to perform and prioritize multiple tasks seamlessly with attention to detail.
- Apply strong interpersonal skills and the ability to build relationships with internal and external stakeholders.
- Work both independently (a self-starter) and collaboratively.
- Be dependable, respectful and consistently work to uphold International House's Mission and Core Values.

Interested Candidates

- Interested candidates should submit their resume, a cover letter, and 2 references to jheld@ihclt.org with "Immigration Attorney Candidate" in the subject line.
- The cover letter should reference any direct experience you have related to the position requirements as well as experience working with the immigrant and international community.
- Those candidates that do not submit a cover letter will not be considered.
- Please, no phone calls.