

**Bilingual (Spanish/English) Immigration Attorney  
(.80 FTE, Exempt, Temporary to possible permanent)**

**Who we are**

Voces Unidas for Justice is a non-profit organization based in Colorado Springs that aims to end domestic and sexual violence, trafficking, stalking, hate crimes, and other forms of oppression for all people by providing access to safety services, community leadership, and social network for Latin@as.

For more information, please email [hola@vocesunidasforjustice.org](mailto:hola@vocesunidasforjustice.org) or call 720.588.8219.

**Who you are**

You are a bilingual immigration attorney who is organized, resourceful, adaptable, and have a track record of managing a caseload. You consider yourself a team player with the ability to collaborate effectively with colleagues. You are deeply committed to the mission of Voces Unidas for Justice.

**This position is perfect for a new attorney wanting to be trained into immigration law by a practicing attorney.**

*Usted es un abogad@ de inmigración bilingüe que es organizad@, ingenios@, adaptable, y tiene un historial de avanzar en los casos legales y la gestión de una carga de trabajo. Usted se considera un jugador/a de equipo con la capacidad de colaborar eficazmente con sus compañeros de trabajo. Está profundamente comprometido con la misión de Voces Unidas for Justice.*

**What you'll do**

You will be trained to handle legal matters as they pertain to immigration matters. You will work on a team dedicated to immigration rights and services that works within a larger team serving victims of violence and others. You will confer with prospective clients and determine eligibility for immigration relief and represent clients with USCIS. No court representation. This position is temporary with the possibility to go permanent. This position is currently at .80 FTE with the possibility of going to 1.0 FTE.

Key responsibilities

- Managing the legal team which includes a case support person and two-volunteers to help with outreach and other tasks
- Legal Screening
- Determining immigration relief
- Filing cases by deadlines
- Following up with USCIS
- Tracking caseload
- Conduct conflict of interest checks
- Administrative tasks of organizing, scanning, and keeping proper files for each client
- Filing FOIAs
- Assist clients in gathering criminal history documentation
- Manage healthy relationships with community partners and law enforcement
- Provide Know Your Rights education for the community

- Once trained , to also train volunteers and/or promotoras on how to support the cases and clients

#### Supervisory responsibilities

- Overseeing volunteers and/or promotoras related to outreach and educational campaigns for legal services.

#### Other responsibilities

- Attending meetings as requested by the ED

### What makes you great for this role

- Desire to be trained in Immigration law and want to work with Latin@ communities or
- You are licensed to practice law and in good standing
- Experience with a variety of productivity and office collaboration technologies
- Strong customer-service orientation and desire to problem-solve with creativity
- Track record of self-direction and motivation to do consistent, excellent work
- You are open to *negotiating* who pays for the liability insurance, the CLEs, and other requirements for licensure for immigration law
- Propensity to drive for clarity for yourself and others
- Demonstrated ability to center principles of equity in their work and to build relationships with people of diverse backgrounds, perspectives, and cultures

### ***Que te haria la persona ideal para este rol***

- *Desea formarse en Derecho de Inmigración y quiere trabajar con comunidades latinas*
- *Posee su licencia para ejercer la abogacía y se encuentra en regla*
- *Experiencia con tecnologías de productividad y colaboración de oficina*
- *Fuerte orientación al servicio al cliente y deseo de resolver problemas con creatividad*
- *Historial de auto-dirección y motivación para hacer un trabajo excelente y consistente*
- *Usted está abierto a negociar quién paga el seguro de responsabilidad civil, los CLEs, y otros requisitos para la licencia para la ley de inmigración*
- *Propensión a impulsar la claridad para sí mismo y para los demás*
- *Capacidad demostrada para centrar los principios de equidad en su trabajo y para construir relaciones con personas de diversos orígenes, perspectivas y culturas.*

### What a position description won't tell you

- You're right for this job if: You are willing to adapt to whatever comes your way, and research and writing make you happy.
- Keep walking if: Working for Immigrants rights and creative problem solving doesn't excite you.
- At night, this will keep you awake: Not much because you have a great system to manage important things and you know your IRAC writing.
- On your ride into work your jam is: Your favorite music to get you ready and excited for the day, like "All I Do is Win".
- In school you were voted: Most likely to dance in the grey area.
- Quote lived by: "Life is too complicated not to be orderly."
- This is the first year of this immigration law department, we are in the process of applying for BIA accreditation.

**Physical demands and work environment**

- Office (virtual & in-person) settings
- Spanish and English spoken all around
- Travel between multiple locations in a day

**What you'll receive**

As the **Immigration Attorney** for Voces Unidas for Justice, your starting base salary range is \$60,000 for a trainee, and \$63,000 for an attorney with experience and skills.

This position has a 32-hour work week, with generous benefits including paid holidays, and personal time off, medical, dental, vision, mental health and physical health benefits. This position is temporary to start, but with the intention of going permanent and with the goal of increasing pay as cases increase.

**To apply**

Submit a current resume and cover letter to [directora@vocesunidasforjustice.org](mailto:directora@vocesunidasforjustice.org) or Stop by the office at 2519 Airport Road, or call 720-588-8219 but get that resume turned in now. Looking to hire and start training asap. Let us know what your passionate about in this work and about your love for community.

Voces Unidas for Justice is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable. Voces Unidas for Justice is always working toward becoming a more equitable organization and welcome those from the affected communities to apply.