



Galveston-Houston Immigrant
Representation Project

Title: Staff Attorney, Immigrant Children and Youth (ICY) Program
Reports To: Managing Attorney
Salary: Starts at \$71,000 annually, commensurate with experience
Office Hours: Monday through Friday, 8:30 am – 5:00 pm

GHIRP has outstanding benefits including medical and dental insurance, retirement, life insurance, long-term disability leave, parental leave, and paid time off.

Description

GHIRP is an immigration legal services organization with 501(c)(3) status that launched in October 2020 with a mission to build a resilient, diverse community by providing comprehensive representation and holistic legal services to immigrants in need. GHIRP is seeking a staff attorney to provide high-quality legal services to children and youth in immigration-related matters in the Houston and Galveston areas. The applicant must be fluent in English and Spanish.

Duties /Responsibilities

- Conduct child-friendly and trauma-informed legal services for unaccompanied minors and immigrant youth, including providing Know Your Rights (KYR) presentations, individual screenings, pro se assistance, referrals, and direct legal representation.
- Provide Friend of Court assistance to children detained at HHS/ORR facilities, and represent released children before the Houston Immigration Courts and Board of Immigration Appeals (BIA).
- Prepare and file applications for legal relief, and represent clients before U.S. Citizenship and Immigration Services (USCIS), U.S. Immigration and Customs Enforcement (ICE), state courts, and related entities.
- Manage a full caseload with complex immigration issues.
- Coordinate the provision of holistic client services with paralegals, social services coordinators, and other legal support staff, as well as pro bono attorneys, interns, and volunteers.
- Ensure contract compliance, including helping to prepare funder reports and ensuring that data is entered accurately and timely as required.
- Participate in working groups, trainings, calls, and meetings with funders and technical assistance providers to stay up-to-date with new legal and programmatic developments.
- Collaborate with other agencies, stakeholders, and service providers to procure client services and network with like-minded organizations.
- Provide mentorship and trainings in order to recruit and train pro bono attorneys.
- Participate in regular peer and supervisor review meetings and legal trainings.
- Support special events and donation drives, as needed.
- Perform all other duties as needed and/or as directed by supervisor.



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Requirements

- J.D. from ABA certified law school or international equivalent.
- Current Texas bar membership in good standing.
- Fluent in Spanish and English.
- Experience in immigration law is preferred. Law school experience will be considered.
- Advanced legal research and writing skills, excellent organizational skills.
- Self-motivated and able to work in a fast-paced environment, under pressure, with a large volume of clients, cases, and data.
- Commitment to serving immigrants and sensitivity to the needs of low-income, culturally diverse clients.
- Strong communication skills, including trauma-informed and child-friendly interviewing abilities, and an appreciation of multicultural experiences.
- Texas Driver's License; clean driving record; own vehicle; applicable auto insurance.
- Able to pass federal and statewide background checks and submit to drug testing upon hire.

How to Apply: Applicants should send their Cover Letter and Resume to AlexaS@ghirp.org.