



Galveston-Houston Immigrant  
Representation Project

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**Title:** Senior Federal Litigation Attorney

**Reports To:** Managing Attorney

**Pay:** Starts at \$75,000 annually

**Office Hours:** Monday through Friday, 8:30am – 5:00pm

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 an attorney to represent clients in federal court to protect due process rights through targeted and strategic advocacy. We are looking for a collaborative, innovative attorney who is eager to create a new, sustainable program from the ground up.

**Duties /Responsibilities**

- Collaborate in developing and leading innovative federal litigation on behalf of directly impacted immigrant clients.
- Represent clients in federal district and appeals courts, as well as select appeals at the Board of Immigration Appeals. This includes conducting factual investigations; performing legal research; drafting motions, briefs, and other court filings; conducting discovery; and appearing in court.
- Draft amicus briefs in response to amicus invitations at the Board of Immigration Appeals or federal courts, in cases that impact GHIRP clients, as well as collaborating with organizations in drafting amicus briefs.
- Maintain open communication and collaboration with GHIRP's legal programs to proactively identify issues and build strategic advocacy in response to those issues.
- Develop and maintain relationships with external stakeholders, including partner organizations, advocacy groups, law firms, and the private immigration bar.
- Collaborate with the management and communications teams to develop communication strategies around cases and campaigns; serve as spokesperson upon request.
- Develop trainings and webinars for attorneys and legal advocates related to pending litigation.
- Create a pro bono network that includes non-profit organizations, advocacy groups, and private law firms to support and assist in client litigation.
- Provide mentorship and trainings to recruit and train pro bono attorneys.
- Serve as a leader who contributes to GHIRP's collaborative culture across all departments.
- Participate in trainings, calls, and meetings with funders and technical assistance providers to stay up to date with new legal and programmatic developments.
- Support special events and donation drives, as needed.
- Participate in regular peer and supervisor review meetings and legal trainings.
- 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 bar membership of any state and in good standing.
- Eligible to practice in the Southern District of Texas and the Fifth Circuit Court of Appeals.
- Fluent in Spanish preferred.
- At least 3 years of experience litigating cases in federal district court and/or circuit courts. A federal clerkship will count towards experience requirements. Immigration representation preferred. Other legal experience will be considered.
- Advanced legal research and writing skills, excellent organizational skills.
- Highly self-motivated, innovative, and able to work in a fast-paced environment, work under pressure, and handle a large volume of clients, cases, and data.
- Must demonstrate strong communication skills, trauma-informed and child-friendly interviewing abilities, and an appreciation of multicultural experiences.
- Commitment to serving immigrants and sensitivity to the needs of low-income, culturally diverse clients.
- 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.

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

**How to Apply:** Applicants should send their Cover Letter and Resume to [Chiqui@ghirp.org](mailto:Chiqui@ghirp.org)