

## **Managing Attorney of Immigration Legal Services, Jewish Social Services of Madison**

### **JOB SUMMARY:**

The Managing Attorney of Immigration Legal Services (ILS) will be responsible for leading the Immigration Legal Services program, which serves low-income refugees and Afghan humanitarian parolees in Dane County. As part of the JSS Management Team, the Managing Attorney oversees immigration legal services program outreach, development, and administration, supervises ILS staff and case management, and provides direct legal services to eligible community members. The ILS program has a program assistant.

### **OUR AGENCY:**

Jewish Social Services (JSS) is a 40+year-old organization, comprised of people committed to improving the lives of individuals and families of all religions and nationalities. We meet people where they are. Our programs are designed to help people manage mental health and physical health; to care for and connect seniors to needed services and programs; to provide emergency financial assistance to empower them with self-sufficiency; and to welcome and help resettle and provide legal assistance to refugees from around the world. Over the past couple of years, JSS's Immigration & Legal Services have supported 50-75 refugees and other immigrants each year through legal consultation, Know Your Rights training, and legal representation for Adjustment of Status, Citizenship, FOIA, consular processing, and applications for refugee travel documents. JSS has begun welcoming Afghan Parolees to Madison, and as such, plans to provide immigration legal representation to these clients as needed. This may include representation for asylum. JSS offices are located on the westside of Madison.

### **RESPONSIBILITIES:**

- Plan, monitor, and evaluate effectiveness of Immigration Legal Services Program, implementing best practices and ensuring timely completion of required deliverables
- Provide legal supervision of staff and pro bono attorneys and their caseloads on immigration matters
- Provide direct representation on cases
- Develop and maintain relationships with partner organizations
- Recruit, train and manage pro-bono attorneys and law student interns
- Monitor changes to immigration law, regulations, and policy; prepare for significant changes in immigration law and their impact on program development and client services

- Identify and participate in relevant trainings and professional development opportunities
- Oversee data collection and recording, keeping accurate and thorough client records
- Prepare clear and concise reports and assist with completing grant proposals and renewal applications
- Ensure compliance with ethical rules and all applicable regulations
- Continue development and implementation of office policies and procedures including appointment scheduling, record keeping, fee scale and accounting
- Supervise ILS staff

## QUALIFICATIONS:

- Commitment to immigrant rights and social, economic, and racial justice
- Juris Doctorate degree, admission to the bar of any state, and 1+ years practicing immigration law
- Experience in drafting affidavits pertaining to family-based cases
- Experience communicating with clients and government agencies, such as USCIS, CBP, NVC, and EOIR, regarding immigration matters
- Excellent oral, written, and interpersonal communication skills; empathetic listener sensitive to legal issues experienced by diverse immigrant communities
- Demonstrated ability to work effectively and build relationships with people of diverse social, economic, racial/ethnic, and faith backgrounds
- Proficiency using Microsoft suite; prior experience with LawLogix a plus
- Strong proofreading and detail-oriented research and writing skills
- Ability to effectively present information and respond to questions from community members and the general public
- Experience working on refugee community issues, and/or social, economic, and racial justice issues preferred.
- Bilingual proficiency in Arabic, Dari, Farsi, Swahili, and/or French is an asset
- A valid driver's license, car, and car insurance strongly preferred
- Flexibility to work some evenings and weekends as required
- Able to provide proof of COVID-19 vaccination

## LOCATION OF WORK:

Work will be conducted at the main office and remotely. We would consider this position to be a hybrid position, as long as the clients' needs are met.

## COMPENSATION AND BENEFITS:

Compensation is \$55,000-\$70,000 depending on experience. This is a 40 hour/week position. Generous benefits include medical, dental, long-term disability, life insurance, flex spending, 403(b) with 5% agency contribution (after 1 year), vacation and sick days, secular, Jewish and floating holidays.

## TO APPLY:

Please submit a cover letter and resume to the Associate Director Chris Shanahan at [shany@jssmadison.org](mailto:shany@jssmadison.org). Please include **ILS Managing Attorney** in the subject line. Interviews will begin on 11/29. This position will be posted until it is filled but priority will be given to applicants who submit early, so don't wait. Apply today!

*Jewish Social Services is proud to be an Equal Employment Opportunity employer. We do not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.*

*If you need assistance or accommodation due to a disability, you may contact us at [office@jssmadison.org](mailto:office@jssmadison.org) or you may call us at (608) 442-4081.*