



Seeking Naturalization Attorney for Contractual Work NALEO Educational Fund Contract / Remote Work / New York

THE ORGANIZATION

The National Association of Latino Elected and Appointed Officials (NALEO) Educational Fund was established in 1981 to promote the full participation of Latinos in the American political process, from citizenship to public service. NALEO Educational Fund achieves its mission through integrated strategies that include increasing the effectiveness of Latino policymakers, mobilizing the Latino community to engage in civic life, and promoting policies that advance Latino political engagement.

NALEO Educational Fund is a 501(c)3 non-profit, non-partisan organization governed by a 15-member Board of Directors and a 36-member Board of Advisors. Headquartered in Los Angeles, NALEO Educational Fund maintains offices in Houston, Orlando, New York City, Phoenix, and Washington D.C.

SUMMARY OF SCOPE OF WORK

NALEO Educational Fund seeks an experienced immigration attorney for contract work to conduct screenings, review naturalization applications, and provide quality control at group processing events in the Northeast (Tri-State) region. Attorneys will be assisting community members with completing *pro se* applications for U.S. citizenship. This is an opportunity for contractual work, which pays \$50.00 per hour, and includes the following deliverables:

- Manage and supervise the legal review process during naturalization group processing events.
- Answer volunteers' legal questions as part of naturalization group processing events.
- Interpret immigration laws, rulings, and regulations for NALEO Educational Fund staff and community partners and counsel applicants regarding immigration law and related issues.
- Sign volunteer and pro bono completion forms for law students and bar candidates who volunteer at group processing events as needed.
- Coordinate service delivery and workshop model details with NALEO Educational Fund staff and community partners.

QUALIFICATIONS – KNOWLEDGE, SKILLS AND ABILITIES

- Must possess a Juris Doctorate from an accredited law school;
- Must be in good standing with each State Bar in which the attorney is licensed to practice law and where services will be provided, looking for attorney admitted to practice in New York or New Jersey;
- Must carry adequate and appropriate insurance to engage in such work, including malpractice insurance;
- Completion of Continuing Legal Education, in addition to any and all licensing requirements for the Jurisdiction where the attorney is licensed to practice;
- At least two years of immigration law experience including advanced knowledge of naturalization and citizenship law, including derivation of citizenship;
- Knowledge and experience representing immigrants applying for naturalization;
- Proficiency in Spanish desired;
- Excellent writing and editing skills;
- Possess advanced interpersonal communications skills;
- Ability to work respectfully with people from all cultural and socioeconomic backgrounds; and
- Must be technology savvy in webinars and video conferencing.

Interest parties may submit their resume and letter of inquiry to Mr. Juan Rosa, Director of Strategic Partnerships and Community & Northeast Programs, at jrosa@naleo.org.