

March 10, 2020

## **Job Announcement: Legal Assistant, Immigrant Defense Program**

Rising for Justice (“RFJ”) invites applications for a part-time legal assistant with our Immigrant Defense Program to begin immediately.

### **About Rising for Justice**

Created in 1969, RFJ (formerly known as D.C. Law Students in Court) is the oldest clinical teaching program in the District of Columbia. RFJ currently operates as both a public interest legal services provider and a clinical education program that draws students from area law schools in Washington, D.C. Since our founding, RFJ has trained law students to provide free, high-quality legal services to the District’s indigent and low-income community. Our Immigrant Defense Program provides pro bono representation to noncitizens detained by ICE in their immigration bond hearings before the Immigration Court, as well as pro bono crimmigration representation for immigrants interested in seeking post-conviction relief.

RFJ embraces equal justice and diversity as core values. We strive to maintain a workplace that is vibrant, welcoming, innovative, and collaborative. We are committed to fostering the thoughtful exchange of ideas and to ensuring that all voices are heard and respected. We seek a legal assistant who embraces our mission and values. Our commitment to diversity, inclusion, and non-discrimination includes race, sex, age, religion, national origin, sexual orientation, gender identity/expression, personal appearance, genetic information, political affiliation, marital status, family responsibilities, disability, status as a veteran, and any other characteristic protected by federal, state, or local law or regulation.

### **Position Responsibilities**

Responsibilities include: 1) conducting immigration intakes in English and Spanish; 2) participating in and coordinating preparation of applications for immigration relief, including family petitions, green card applications, DACA, S, T, U visas, TPS, VAWA, SIJS, cancellation of removal, etc.; 3) assisting with Know Your Rights presentations in English and Spanish; 4) monitoring and answering calls on our confidential immigration hotline; 5) translations/interpretations in English and Spanish; 6) researching immigration law, cases and procedures, and preparing cases for referrals and pro bono placement; 7) preparing draft filings to relevant federal and state agencies, drafting correspondence and memoranda; 8) collecting information and documentation from clients, maintaining confidentiality, and ensuring the accurate and complete input of data in the office’s case management

system; and 9) maintaining database information, reporting to funders, and tracking the status of filings to inform the client of any follow up that may be necessary.

### **Qualification Requirements**

The successful Legal Assistant candidate will have a bachelor's degree, proficiency in both written and oral Spanish (fluency or native speaker preferred), excellent communication skills, and strong organization and time management skills. No prior experience is necessary, but preference will be given to those with knowledge of immigration issues, particularly as they pertain to removal and detention.

**Accountability:** This position reports to the Director of RFJ's Immigrant Defense Program.

**Hours, Salary and Benefits:** This is a part-time position. Salary is commensurate with experience.

**To Apply:** Each candidate should submit a cover letter, list of 3 references, and resume by email to Liz Kanne, Interim Office Manager, at [lkanne@risingforjustice.org](mailto:lkanne@risingforjustice.org). Please indicate "Legal Assistant, Immigrant Defense Program, [your full name]" in the subject line of the email.

**Application Deadline:** Review of applications will begin immediately and will continue until the position is filled.