



JOB TITLE:	Staff Attorney, Non-Profit	JOB CODE:	
DEPARTMENT:	Legal	FLSA STATUS:	Exempt
REPORTS TO:	Managing Attorney	SALARY RANGE:	\$65,342--\$73,727

The Organization

Entre Hermanos is a Latinx LGBTQ nonprofit organization in Seattle, Washington. Our mission is to promote the health and well-being of the Latino gay, lesbian, bisexual, transgender, and questioning community in a culturally appropriate environment through disease prevention, education, support services, advocacy and community building. We have been aiding the Latino community since 1991. As an agency, we make it our mission to reflect our community, and we do so by hiring people with cultural competence related to our constituent communities. All of our staff speak Spanish. Our immigration legal services program provides a myriad of services to our community. We prioritize finding forms of relief for undocumented clients through asylum, U Visa, VAWA, Non-LPR Cancellation of Removal, and family petitions. Entre Hermanos also coordinates a program for LGBTQ asylum seekers in detention, pairing them with sponsors in King County, to ensure their release. As an organization, we also encourage citizenship and civic engagement. In addition to direct representation, we partner with community organizations from around Washington on education and advocacy projects.

GENERAL SUMMARY

Entre Hermanos is seeking a Staff Attorney to represent Latino LGBTQ/Latino immigrants in immigration proceedings. The ideal candidate is an excellent advocate with strong writing, interpersonal, and organizational skills who works well in a fast-paced collaborative environment and has experience providing immigration services to low-income people along with a demonstrated commitment to the LGBTQ community and cultural competence with a part of the diverse cultural experiences of our community.

The Staff Attorney will report to the Managing Attorney, with skip-level to the Executive Director. Must be willing to work in collaboration on case load. The position will involve representing legal clients in Immigration Court with defensive asylum and other remedies and before the USCIS on wide variety of immigration matters, including adjustment of status, consular processing, affirmative asylum, and naturalization.

- **Duties may include but are not limited to:**
- Conduct in-office immigration screenings for clients requesting our services
- Management and outreach of naturalization clinics
- Conduct outreach, workshops, and presentations in the community
- Participate in collaborative partnerships with other community organizations

- Participate in ongoing professional development to improve client services
- Make appearances on behalf of clients in immigration proceedings or before USCIS
- Assist other members of the legal team in preparing and presenting cases
- Coordinates and supports community meetings and other community outreach activities;
- Other responsibilities as assigned
- **Education and Experience:**
- J.D. required and in good standing with a State Bar
- Fluency in Spanish required
- Experience providing immigration legal services (law school clinics and summer internships included) is strongly preferred.
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- **KNOWLEDGE, ABILITIES, AND SKILLS**
- Excellent verbal and written communication abilities across all level of an organization
- Strong time management and organizational skills
- Advanced Microsoft Office and Excel skills. Experience with other financial systems.
- Demonstrated ability to work both independently and collaboratively with staff and volunteers.
- A demonstrated commitment to the LGBTQ and Latino community-based organizations.
- A demonstrated ability to build and manage an extensive and demanding caseload including excellent time-management, priority-setting, and organizational skills.
- Ability to work effectively with a diverse range of groups, including, immigrants, non-English speakers, people with mental disabilities, people experiencing domestic violence, unhoused people, law students, service providers, and community partners
- Familiarity in working with clients in crisis or who are trauma survivors
- Commitment to maintaining confidentiality.
- Ability to pass a background check.
- Flexible schedule to accommodate predictable “busy times.”
- Lived immigrant experience.
- Experience with grass roots or community organization.
- Bilingual in Spanish and English

To Apply: Send cover letter and resume to robert@entrehermanos.org