



P. O. Box 1058
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Position Title: Staff Attorney
Reports To: JFON ET President
Worksite: Tyler, Texas

Organizational Description: Justice For Our Neighbors East Texas (JFON ET) is a 501(c)(3) non-profit organization that extends hospitality to low-income immigrants by providing free and affordable immigration legal services, providing education to the public, and engaging in advocacy with immigrants. JFON ET is a regional affiliate of National Justice For Our Neighbors.

Responsibilities of the Position: The JFON ET staff attorney provides direct immigration legal services to low-income clients, and trains and supervises support staff and volunteers who assist in providing those services. The attorney's caseload may include petitions under the Violence Against Women Act (VAWA), U Visas, T Visas, Adjustment of Status, Temporary Protected Status (TPS), Deferred Action for Childhood Arrivals (DACA), and others. The attorney also participates in efforts to raise community awareness, serves as a source of legal education for immigrants, and engages in immigrant rights advocacy.

Major Duties:

- Oversee assigned caseload involving the legal needs of immigrant clients
- Provide legal counsel and advice to clients who attend JFON ET intake clinics and assist eligible clients in preparing immigration petitions and applications
- Provide representation for JFON ET clients in Immigration Court and other federal, county and District courts and hearings as necessary
- Develop a work plan and service priorities for working with JFON ET clients
- Compile and analyze programmatic statistical information for progress reports
- Contribute to the public education and advocacy efforts carried out by JFON ET
- Perform other duties as assigned

Qualifications:

- Must have a J.D. and be admitted to a state bar, preferably the state of Texas
- Organized and detail-oriented
- Excellent oral and written communications skills
- Strong commitment to public interest legal service is required
- At least 1-2 years of non-profit work experience is preferred
- General knowledge of immigration and nationality law is required with prior work experience in the field

- Working proficiency in both English and Spanish
- Ability to work sensitively with people having diverse personalities, lifestyles, cultures and faiths

Benefits:

- Salary: \$55,000 to \$65,000 with final offer dependent on experience
- Vacation, sick leave and other benefits are provided. Allowance given in lieu of health insurance
- Funding provided for Continuing Legal Education, professional membership fees, malpractice insurance, and travel expenses

Application:

- Send resume and cover letter by email to JFON ET President, Ralph Allen (rallen@tyler.net).
- The position will be open until filled.