



## **Centro Comunitario CEUS**

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4214 Kennedy Boulevard, Union City, NJ 07087

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### Job Description Part-Time Staff Attorney Centro Comunitario CEUS

#### MISSION

Centro Comunitario CEUS is a non-profit community organization dedicated to the development, education and organization of the Central American and Hispanic community in Hudson County, NJ.

CEUS seeks to achieve this goal through various programs including: English as a Second Language classes; Spanish Literacy classes; a membership program; a women's empowerment group; leadership training workshops; and advocacy work to promote immigrant rights.

Centro Comunitario CEUS is run by Comite En Union para Salvadorenos (CEUS), a certified 501(c)(3) tax-exempt organization that is also registered as a non-profit organization by the State of New Jersey. The group was started by Salvadoran refugees and is funded by grants, community donations and service fees. The organization has four part-time employees and a strong team of volunteers.

#### JOB DESCRIPTION

**Job Title:** Staff Attorney  
**Supervisor:** CEUS Executive Director  
**Location:** Union City, NJ

#### ***Background:***

CEUS is looking for an experienced, passionate, capable and energetic attorney with a demonstrated commitment to immigrants' rights and social justice to work four days a week with the immigrant community in Hudson County and throughout New Jersey.

When CEUS was formed in 1992, one of the group's main goals was to organize the Salvadoran community in a campaign to demand legal status and residency for refugees who fled their country's 12-year civil war. That mission has since broadened, and now includes advocacy and providing legal services through a part-time staff attorney. Providing legal services is now a major part of the organization's work.

#### ***Summary of Responsibilities:***

The Staff Attorney will provide legal immigration counseling and services to low-income immigrants and refugees. The Staff Attorney will oversee and represent clients with cases filed

affirmatively with U.S. Citizenship and Immigration Services (USCIS) and will provide representation before the Newark and Elizabeth Immigration Courts. The Staff Attorney will be responsible for the following types of cases, among others: detained and non-detained removal defense, TPS, VAWA, U visas, SIJS, affirmative and defensive asylum, cancellation of removal, waivers, family petitions, adjustment of status, naturalization and consular processing.

Furthermore, the Staff Attorney shall be involved in community legal education, advocacy on policy issues, and responding to inquiries from immigrant and other social service providers, when needed.

***Specific Responsibilities:***

1. Conduct initial interviews with clients and accept cases for representation.
2. File necessary applications and documents with USCIS and the Immigration Courts and provide representation before those agencies.
3. Conduct immigrant legal education presentations at community meetings sponsored by CEUS and by other organizations.
4. When necessary, oversee work of legal assistants and/or volunteers in the immigrants' rights program.
5. Compile monthly narrative and statistical reports regarding legal services and clients attended.
6. On occasion, participate in training programs for immigrant and other social service providers on immigration laws and immigrants' rights issues.

***Qualifications:***

1. JD and New Jersey Bar Admission.
2. Minimum two years' experience with immigration law and procedures, especially family immigration, removal defense and asylum.
3. Fluency in English and Spanish.
4. Strong written and oral communication skills
5. Ability to conduct group presentations in Spanish.
6. Ability to communicate effectively and build mutually respectful relationships with co-workers, clients, and the public.
7. Self-motivated, detail oriented, well-organized, able to prioritize assignments and work load.
8. Willingness to work occasional evenings and weekends.

***Hours and Compensation:***

Four days per week.

Hourly rate: commensurate with experience, in line with legal professionals at similar non-profit organizations.

Qualified candidates should submit cover letter, resume and references via email to Blanca Molina at [bmolina@ceusnj.org](mailto:bmolina@ceusnj.org)

*CEUS is an Affirmative Action/Equal Opportunity Employer. Qualified persons are encouraged to apply regardless of their religious affiliation, race, sex, sexual orientation or nature of disability.*