



Centro Comunitario CEUS

Tel: (201) 617-2466 ~ Fax: 866-317-6862 ~ Email: ceusnj@optonline.net
4214 Kennedy Boulevard, Union City, NJ 07087

Immigration Staff Attorney Centro Comunitario CEUS

MISSION

Centro Comunitario CEUS (CEUS) has been a strong voice for immigrant communities in northern New Jersey for more than 27 years. CEUS serves more than 1,000 individuals each year through the provision of free and low-cost immigration legal services; a membership program; leadership training workshops; advocacy work in support of immigrant rights; and COVID-19 vaccine outreach and education. This community-based, grassroots organization is a 501c3 non-profit organization that was founded by Salvadorans who had fled their country's civil unrest and continues to be immigrant-led and run.

JOB DESCRIPTION

Job Title: Staff Attorney
Supervisor: CEUS Executive Director
Status: Part-Time/Four days a week
Location: Union City, NJ

Background:

For over 25 years, Centro Comunitario CEUS has provided legal counseling and representation to thousands of immigrants, including families, youth, and survivors of domestic violence and other crimes. CEUS has also conducted training sessions and education to immigrant communities in New Jersey. CEUS is looking for an experienced, passionate, capable, and energetic immigration attorney with a demonstrated commitment to immigrants' rights and social justice to join its dynamic team of four staff members and committed network of volunteers.

Summary of Principal Responsibilities:

The Staff Attorney will work out of CEUS' office in North Bergen (Hudson County), New Jersey, providing legal representation to immigrants who are facing removal proceedings primarily before the Newark Immigration Courts. The Staff Attorney will meet with clients and counsel them on eligibility for relief under immigration laws. The Staff Attorney will also prepare applications for submission to the U.S. Citizenship and Immigration Services (USCIS) and the Immigration Court and represent clients before the various agencies. The Staff Attorney will supervise the work of two legal assistants and a volunteer attorney.

Essential Functions/Responsibilities:

The key responsibilities of the Staff Attorney include the following:

1. Provide in-depth individual consultations to low-income immigrants to determine eligibility for immigration status.
2. Provide full representation before USCIS, local Immigration Courts, the Board of Immigration Appeals, and where appropriate, before the Federal Courts.
3. Review the work of CEUS legal assistants and volunteer attorneys. Manage caseload and maintain client files in good order, including photocopying applications, letters, supporting documentation, and follow up work.
4. Translate documents or secure translations as necessary; secure interpretation assistance, as necessary.
9. Participate in CEUS staff meetings and case reviews.
10. Prepare and submit reports in a timely manner to CEUS supervisors and committees. Compile quarterly narrative and statistical reports regarding case consultation and case representation. Assist in the preparation of CEUS quarterly reports and reports to funding sources.
11. Attend immigration law training sessions and conferences.

Minimum Qualifications:

1. Admission to a state bar required; preference to NJ bar admission.
2. One-two years' minimum experience with immigration law and procedures, with preference to individuals with experience in representing individuals in complex removal proceedings.
2. Demonstrated comfort working with vulnerable populations.
3. Fluency in written and oral English and Spanish.
5. Self-motivation; ability to be detail oriented, well-organized, and to prioritize assignments and work load.
6. Ability to communicate effectively and build mutually respectful relationships with co-workers, clients, and the public.
7. Familiarity with software applications in a Windows environment, including Microsoft Word.
8. Drivers' license and access to car preferred; position requires some travel within New Jersey.

Compensation: \$36-an-hour.

Interested candidates should submit cover letter, resume and three references via email to Administrator Hugh Morley at hmorley@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.