

ARKANSAS  
IMMIGRANT  
DEFENSE



DEFENSA <sup>DE</sup>  
INMIGRANTES <sup>DE</sup>  
ARKANSAS

ATTORNEYS AT LAW ABOGADOS

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We are Equal Opportunity Employers. Everyone is welcome to apply. We encourage people of color, immigrants, women, people with disabilities, members of the LGBTQIA2S+ community and other marginalized groups to apply.

### Survivors Attorney

**Program:** Legal Services

**Compensation:** \$55,000~. Salary commensurate w/ experience, plus benefits (401k match up to 3%, 100% health insurance premiums, short- and long-term disability insurance, group life). We hope that this position will allow you to grow within the organization.

**Schedule:** 40 hours per week.

### About the Organization:

Arkansas Immigrant Defense is a non-profit immigration law firm based in Springdale, Arkansas. We combine direct legal services and social change advocacy through our immigration legal work and other community programs.

We represent immigrants for defensive and affirmative filings for immigration relief, including Special Immigrant Juvenile Status, asylum, withholding of removal, relief under the Convention Against Torture, waivers of inadmissibility and deportability, and applications for T-Visa, U-visa, and VAWA relief. Naturalization, green card renewal, and work permit renewal are also paramount to our client communities.

### Position Summary:

The Survivors Attorney will provide legal representation to low-income immigrants.

The Survivors Attorney will meet with clients, help them fill out intakes and be a guide for them as they apply for Naturalization or an immigration benefit

The Survivors Attorney will learn our case management software, Monday.com, and Citizenship Works for remote naturalization work.

Position requires frequent drives to different places to meet with client communities in areas around the state which otherwise are immigration legal services deserts.

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### **Responsibilities include:**

- Conduct intake with potential clients, screening for potential avenues for relief;
- Preparing filings for various federal agencies for our clients
- Participate in agency meetings, community activities, and trainings;
- Engage in outreach, education, and advocacy in the area of immigrant rights on the local and state level;
- Establish and maintain relationships with community partners and immigration service providers;
- Track each moment's productivity in real time;
- make sure systems are in place to track grant deliverables, and make sure they are tracked by all staff.
- Filing state and federal legal paperwork for survivors of violence, including and especially SIJS predicate filings, and filings for SIJS, U Nonimmigrant Status and more
- Other duties as assigned.

### **Knowledge, Skills & Abilities:**

- Experience practicing immigration law and in direct services is **preferred**;
- Microsoft Office experience strongly **preferred**;
- Ability to communicate effectively with Spanish-speakers is essential and a requirement; both written and spoken fluency in Spanish and English is a **requirement**;
- Time management is crucial and a **requirement**; you must be able to politely interrupt and set clear boundaries with people seeking help. An asylum-seeking adult calls and begins to tell their story; time management requires that you politely interject and explain that you have many cases with young survivors and cannot take their case at this time. Time management is also crucial in the context of client communications; clients may call for frequent updates and you cannot spend time talking extra with clients or helping them with non-legal needs. Any needs not related to their case can be handed off to AID's social work intern.
- Strong communication skills area **requirement**. Whether with bosses and human resource managers at Tyson, with Tyson TMs, with survivors of trauma, with supervisors and colleagues at AID. For example, telling potential clients that we cannot take their case in a respectful, clear way is a frequent task.
- Communication and organization is necessary; for each appointment, notes must be made and stored immediately and appropriately. This is to ensure we can report accurately to our funders that keep our services free or low-cost for immigrants and refugees. For every task, each moment of time must be tracked *in real time, not after the fact*. Consistent organization is essential and a **requirement**.
- Ability to work effectively with low-income individuals, including clients with mental illnesses is a **requirement**;
- Demonstrated commitment to immigrant rights and community empowerment is **preferred**;
- Knowing when to ask for help is very important; taking notes as you learn will help ensure success; strong problem-solving, and analytical skills are **required**;
- Excellent written and oral communication skills are a **requirement**;
- Many immigrant survivors need paperwork from law enforcement before they can be made eligible for lawful status and Medicaid; a willingness and comfort communicating with law enforcement including city, county, and federal law enforcement is thus a **requirement**;
- Ability to work as part of a team and independently to manage priorities and prioritize workflow is an essential **requirement**;
- AID serves refugees from Tibet, asylum seekers from Mauritania, our clients come from all over, and we have a commitment to providing culturally competent services and this is a **requirement** for all staff.

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- Have a valid driver's license and insurance; the ability to drive legally is a **requirement** because our clients are scattered across the state and region;