



## **Asylum Staff Attorney**

### Overview

The Luminus Network for New Americans is a DOJ recognized nonprofit that empowers immigrants and refugees by providing programs and direct services that help them access community resources and opportunities. The **Asylum Staff Attorney** will be responsible for direct management of our partnership with Asylee Women Enterprise (AWE) where s/he will provide immigration legal services for asylum seekers and other forced migrants.

### Background

The Asylum Staff Attorney will assist 40 forced migrants to access immigration relief through low and pro representation. Services will be provided out of AWE's offices in Northeast Baltimore, and will include a determination of appropriate legal relief and accompaniment to immigration court hearings and asylum interviews. The position will start by March 1, 2021.

The Asylum Staff Attorney will be expected to maintain outstanding relations with AWE, possess a strong knowledge of immigration laws and issues, educate the local community about immigration-related matters, and occasionally conduct outreach.

The Asylum Staff Attorney will be supervised by the Luminus Managing Attorney and will be expected to participate in check-ins and staff meetings. This is a full time, non-exempt position.

### Education and Experience Requirements

- Bachelor's and law degree from an accredited law school with a license to practice law in at least one state required
- 3-5 years of experience practicing immigration law, including representation in immigration court
- Proficiency with Microsoft Word, Outlook, Excel and database management
- Excellent communication, organizational and problem-solving skills.
- Multi-lingual candidates preferred, with a preference for Spanish speakers
- Deep commitment to working with forced migrants

### Responsibilities

- Establish pro and low bono legal services to indigent asylum seekers and other forced migrants in collaboration with AWE
- In partnership with AWE social work team, identify asylum seekers and other forced migrants and their children with compelling legal relief, without the ability to secure representation on their own, and with urgent filing deadlines.
- Ensure access to competent and timely immigration legal services to the most vulnerable asylum seekers and other forced migrants seeking asylum and other forms of relief in immigration court



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- In collaboration with AWE, develop and monitor intake procedures, case acceptance policies, and caseload targets and limits
- Ensure program data is collected consistently, managed appropriately and reported in a timely manner
- Follow-up on cases and update clients in a timely manner
- Compile reports as directed by Managing Attorney, particularly for donors
- Maintain certifications and/or licenses and attend ongoing trainings to retain knowledge of immigration law.
- Network and build relationships with other community based legal service providers in the area to support advocacy efforts

In addition to the skills above, the Asylum Staff Attorney should be creative and adaptive in meeting the needs of clients in today's political and COVID19 environment, and should excel in his/her role as a problem solver as s/he addresses the protection needs of the immigrants we serve.

### **Compensation & Benefits**

Luminus offers a competitive salary at \$70,000 along with a benefits package including health, dental, disability and life insurance, generous leave, and a retirement plan.

If you share Luminus' vision and possess the necessary qualifications, please send a cover letter and a resume to [director@beluminus.org](mailto:director@beluminus.org).

*Luminus provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing or service in the military.*