

Job Announcement: Immigration Staff Attorney

The Vietnamese Association of Illinois (VAI) is a state-wide organization serving thousands of diverse ethnic refugee and immigrant communities in the Chicagoland and DuPage county. Our mission is to foster unity and solidarity among Vietnamese people in Illinois. Since its founding, VAI has assisted in the resettlement of families, to apply for citizenship, build community, and increase civic engagement.

The Immigration Staff Attorney provides direct legal services, including advice, representation, and advocacy, to community members seeking immigration benefits and/or relief before U.S. Citizenship and Immigration Services (USCIS), the Executive Office for Immigration Review (EOIR), and other relevant immigration agencies.

Responsibilities:

- Provide legal advice, extended assistance, limited scope representation and/or full representation on immigration matters before U.S. Citizenship and Immigration Services (USCIS), the Executive Office for Immigration Review (EOIR), and other relevant agencies, consistent with program priorities and capacity;
- Conduct comprehensive consultations, legal screenings, and case assessments to evaluate clients' eligibility for immigration benefits and forms of relief;
- Advise clients on immigration options, legal risks, case strategy, procedural requirements, and potential outcomes through clear, culturally responsive, and effective communication;
- Prepare, review, and file immigration applications, motions, briefs, affidavits, and supporting documentation, ensuring accuracy, completeness, and compliance with applicable laws and procedures;
- Conduct legal and factual research to support case preparation, eligibility determinations, and legal analysis;
- Maintain accurate and up-to-date physical and electronic files, including detailed case notes, legal analyses, supporting documentation, and case management records;
- Track case deadlines, notices, filings, and outcomes to ensure timely action and compliance with legal and organizational requirements;
- Support program and grant reporting requirements within established timelines and standards;
- Stay current on immigration laws, policies, and best practices through trainings, workshops, court observations, partner shadowing, and continuing legal education (CLE);
- Provide legal guidance, mentorship, training, and shadowing opportunities to Immigration & Community Service staff, DOJ accredited representatives, interns, and volunteers to strengthen legal capacity and service delivery;
- Collaborate with internal programs and external partners to coordinate services and support holistic, client-centered service delivery;
- Represent the organization in external coalitions and initiatives, including IL Access to Justice (A2J) initiative and other community-based partnerships;

- Develop and facilitate community education workshops, outreach activities, and informational sessions on immigration benefits, rights, and available legal services;
- Perform other related duties and responsibilities as assigned and needed by the organization.

Qualifications:

- Juris Doctorate Degree (JD) or Master of Laws (LLM) degree from an accredited law school;
- Active license to practice law in Illinois with a minimum of two (2) years of experience as a licensed attorney;
- Minimum two (2) years of legal experience, with experience in immigration law, removal defense, asylum, humanitarian relief, family-based immigration, and/or human rights law required;
- Demonstrated experience in U.S. immigration law through legal practice, clinical programs, fellowships, supervised representation, or comparable legal settings;
- Strong working knowledge of immigration processes and procedures before U.S. Citizenship & Immigration Services (USCIS), the Executive Office for Immigration Review (EOIR), and other relevant agencies;
- Ability to develop sophisticated legal strategies, assess legal risks, and identify appropriate forms of immigration relief;
- Strong legal research, analytical, and writing skills, including ability to interpret statutes, regulations, case law, and policy guidance;
- Experience preparing and reviewing immigration applications, petitions, affidavits, legal briefs, motions, and supporting documentation;
- Excellent organizational and project management skills with the ability to manage multiple priorities, deadlines, and active cases simultaneously;
- Excellent written and verbal communication skills, including experience working with individuals from diverse cultural and linguistic backgrounds;
- Strong cultural competency and inclusive leadership, including welcoming and respecting individuals of all cultural and racial backgrounds, identities and abilities;
- Ability to lead, mentor, and collaborate effectively with attorneys, DOJ accredited representatives, staff members, interns, volunteers, and diverse community partners;
- Highly motivated, self-directed, adaptable, and committed to continuous professional development;
- Strong attention to detail and commitment to maintaining accurate case records and documentation;
- Proficiency in Microsoft Office and general computer literacy; experience with Salesforce or other case management software preferred;
- Foreign language fluency required, with priority given to Spanish, followed by Vietnamese, Arabic, Tigrinya, Amharic, Burmese, and French;
- Experience working in a non-profit, legal aid, or community-based organization preferred;

- Demonstrated commitment to advancing access to justice, immigrant rights, and culturally responsive legal services for underserved communities.

Job Type: Full-time salaried position, **\$80,000**, with benefits package including a 4-day work week, hybrid work schedule, competitive health insurance plan, generous paid leave benefits, and other employee benefits.

If interested, please submit a cover letter, writing sample, resume, and three references to minh.nguyen@hnvi.org with “Immigration Staff Attorney [Name]” in the email subject line.

VAI is an equal opportunity employer committed to fostering a diverse and equitable environment. VAI does not discriminate on the basis of race, color, national origin, sex, gender identity, religion, sexual orientation, age, disability, parental status, veteran status, or any other protected status under applicable laws. We encourage individuals of all backgrounds to apply.