



**Job Title:** Immigration Attorney

**Reports to:** Executive Director

**Program:** Engaged Citizens/HEALS Program

**Employment Status:** Full-Time

**Location:** Hybrid - Lake County, IL

**Salary:** Negotiable depending on experience

**Benefits:** Health Insurance, Dental Insurance, Vision Insurance, Life Insurance, 11 paid Holidays and generous paid time off policy

Founded in 2000, Mano a Mano is an immigrant-based, community development organization whose mission is to empower immigrant and underserved families of Lake County, Illinois to become full participants in their community by providing quality programs and services that educate and establish links to essential community resources. We implement this mission through our four programs: Healthy Families, Productive Parents, Successful Children, and Engaged Citizens. Our work is sustained by our respect for human dignity and our belief in the equality of all people. Located in Round Lake Park, Mano a Mano serves approximately 5,000 immigrants annually from across Lake County and surrounding areas. Mano a Mano is recognized by the Department of Justice (DOJ) to practice immigration law before the Department of Homeland Security through accredited staff members.

**The Position:**

The Immigration Attorney will oversee the submission of immigration benefit applications to DHS/USCIS as legal representative on record. Upon hire and with the support of the agency, they will lead the work of the legal team. The Immigration Attorney will work closely with the Engaged Citizens/HEALS Program Manager, to provide comprehensive immigration legal and case management services for Lake County immigrant families, delivering these services with a focus on excellent service, high quality work, and cultural/linguistic competency.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Supervise legal services, including the development of case strategy, preparation and representation.
- Oversee and review legal intakes; make legal assessment and determination regarding cases and representation on cases such as Asylum, U-Visa, T-Visa, VAWA, SIJS, TPS, DACA, Naturalization
- Work collaboratively with Engaged Citizens/HEALS program manager to build capacity of the legal team, through developing and maintaining training standards and material for all legal staff
- Make appropriate referrals for immigration legal services beyond the scope of the program
- Perform factual and legal research
- Monitor changes to immigration law, regulations and policy and prepare for significant changes in immigration law and their impact on client services
- Improve delivery of legal services, including use of technology to improve efficiency
- Assist in reporting and administering applicable grants



- Develop and conduct Know Your Rights presentations and workshops to agencies, advocates, community members/community groups
- Advance an anti-racist organization that promotes diversity, equity and inclusion
- React to change productively and handles other essential duties as assigned to ensure MaM team success

**QUALIFICATIONS:**

- J.D. degree required
- Authorized to practice law in Illinois
- Fluency in Spanish preferred (speaking and writing)
- 2-4 years of immigration law practice experience preferred
- Immigration court experience
- Demonstrates strong leadership, communication, and problem-solving skills
- Ability to succeed in a fast-paced nonprofit environment
- Collaborative approach to service delivery
- Motivated to work as part of a team

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to;

- Operate office equipment such as but not limited to a computer, printer, scanner, fax
- Use a computer for extended periods of time
- Must be able to remain in a stationary position for extended periods of time

\*Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. This job description is subject to change at any time.

**APPLICATION INFORMATION:**

To apply please submit cover letter, resume, writing sample, and references to:

Carla Rosales  
Director of Human Resources and Operations  
[crosales@mamfrc.org](mailto:crosales@mamfrc.org)

*Interviews will be held in Spanish and English.*

Mano a Mano Family Resource Center is an EEO employer who provides employment opportunities either salaried or volunteered regardless of sex, race, religion, national origin, age or disability.



Mano a Mano, Family Resource Center has an affirmative policy to maintain the work place free of sexual harassment and intimidation.