

Title: Equal Justice Works (EJW) Disaster Resilience Attorney Fellow

Reports To: Managing Attorney

Pay: Starting at \$71,000 annually, commensurate with experience

Full time/Part time: One (1) year Fellowship. Full time, exempt position.

Office Hours: Monday through Friday, 8:30am – 5:00pm

GHIRP has outstanding benefits including medical and dental insurance, retirement, long term disability leave, life insurance, and paid time off.

Description

GHIRP is an immigration legal services organization with 501(c)(3) status that officially launched in October 2020. Our mission is to build a resilient, diverse community by providing comprehensive representation and holistic legal services to immigrants in need. GHIRP is seeking a full-time, bilingual attorney to join our team as an Equal Justice Works (EJW) Disaster Resilience Fellow. Through this one-year fellowship, the Fellow will provide high quality immigration legal services to non-detained immigrants in the Houston area. This position will focus on increasing representation and *pro se* assistance to individuals in removal proceedings in the Houston area. The EJW Fellow will focus on humanitarian relief, including asylum, VAWA, U visas and T visas.

The EJW Fellow should be highly motivated and capable of working in a dynamic, fast-paced environment, where collaboration is key. The Fellow should be flexible, communicative, and open to new ideas. The ideal applicant will have a strong commitment to public interest law and to the empowerment of immigrant communities.

Duties/Responsibilities

- Provide representation and advocacy to individuals before the EOIR immigration courts, the Board of Immigration Appeals, US Citizenship and Immigration Services, and other immigration agencies.
- Conduct community-facing Know Your Rights presentations providing accurate and up to date information for immigrants seeking information and assistance with their immigration process.
- Provide individual legal consultations and *pro se* assistance to individuals seeking immigration benefits or relief, including conducting regular *pro se* workshops for individuals seeking asylum.
- Provide Friend of Court (FOC) services in the Houston immigration courts.
- Recruit volunteers and pro bono attorneys to maximize the impact of KYRs and *pro se* workshops.
 - Work collaboratively with stakeholders and partner organizations to increase access to *pro se* and FOC services for people in removal proceedings.
- Organize and maintain client files and data for reporting purposes.
- Ensure that reports to funders are timely and accurately submitted.

- Coordinate client services with social services coordinators, managing attorney, legal assistants and legal interns.
- Participate in regular peer and supervisor review meetings and legal trainings.
- Participate in outreach activities, legal clinics and information sessions for immigrants and social services agencies. Outreach may require occasional evening and weekend events.
- Provide mentorship and trainings in order to recruit and train pro bono attorneys.
- Perform all other duties as needed and/or as directed by supervisor.

Requirements

- J.D. from ABA certified law school or international equivalent.
- A current state bar membership in good standing.
- Fluent in English and Spanish
- Experience in immigration law is preferred. Law school experience will be considered.
- Advanced legal research and writing skills, excellent organizational skills.
- Candidate must demonstrate strong communication skills, client interviewing abilities, and an appreciation of multicultural experiences.
- Self-motivated, detailed oriented, and able to prioritize assignments and high workload.
- Commitment to serving immigrants and sensitivity to the needs of low-income, culturally diverse clients.
- Texas Driver License; clean driving record; own vehicle; applicable auto insurance.

How to apply: Position is open until filled. Applicants should send their Cover Letter and Resume to Liz Hofer at lizh@ghirp.org.