



URBAN
JUSTICE
CENTER



INTERNATIONAL REFUGEE ASSISTANCE PROJECT

IRAP/NILC Staff Attorney

JULY 2017

*NILC and IRAP are equal opportunity employers; people of color and individuals from diverse backgrounds are **encouraged** to apply. Neither NILC nor IRAP discriminates on the basis of race, color, national origin, citizenship status, ethnic background, religion, political orientation, gender, sexual orientation, gender identity, age, disability, or any other protected class.*

POSITION AND BACKGROUND

The National Immigration Law Center (NILC) and the International Refugee Assistance Project (IRAP) are seeking a Staff Attorney to work on a joint docket for the two organizations. The docket will consist primarily of impact litigation to defend and advance the rights of refugees, but may also include litigation related to other immigrant communities targeted by the policies of the current administration. For example, litigation may relate to detention, religious profiling, and due process at ports of entry.

The Staff Attorney may be based in New York City, Los Angeles, or the District of Columbia, with a preference for New York City. The Staff Attorney will be reporting to IRAP's Litigation Director based in New York City and to NILC's Staff Attorney based in Atlanta. This is a regular, full-time position at IRAP and a temporary joint position with NILC for one year.

RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

- Develop and handle all aspects of litigation, principally in federal courts and administrative forums, including undertaking pre-litigation research and analysis, drafting pleadings and memoranda, conducting discovery, communicating with plaintiffs, and engaging in oral advocacy.
- Conduct outreach to impacted communities and identify potential litigation and policy advocacy opportunities.
- Other duties as assigned.

QUALIFICATIONS

- JD degree and eligibility to practice law in the United States required.
- This position is open to entry and mid-level candidates, with a preference for prior experience in immigrants' rights issues.
- Strong research, writing, and analytical skills required.
- Must be a self-starter, motivated, and a good team player.
- Must be highly organized, flexible, able to multi-task and manage a high-volume workload, and must have excellent time-management skills.

- Strong interpersonal and communications skills, and the ability to understand and handle sensitive and confidential information.
- Ability to translate complex legal arguments to a variety of audiences.
- Ability to work well in diverse settings.
- Fluency in oral and written English. Additional language(s) a plus.
- Familiarity with software applications commonly used in litigation preferred, including Westlaw, PACER, and Microsoft Word and Outlook.
- Ability to travel across the country as needed.

TO APPLY

Please submit a cover letter, resume, contact information for three references, and a writing sample in English (preferably 5-10 pages) using this online application form:

<https://podio.com/webforms/13697370/924405>.