



Catholic Charities
Diocese of Las Cruces
Legal Services Program

VACANCY ANNOUNCEMENT
PART-TIME STAFF ATTORNEY

Catholic Charities of the Diocese of Las Cruces, Inc. has an immediate opening for a part-time Staff Attorney.

Program Description: The Legal Services Program (“LSP”) of Catholic Charities of the Diocese of Las Cruces, Inc. provides immigration legal services to residents in the ten southern counties of New Mexico. Specifically, it provides legal representation for family-based petitions, adjustment of status, consular processing, naturalization, citizenship, and petitions for victims of domestic violence and certain crimes.

Job Description and Essential Duties: The Staff Attorney is responsible for providing high quality immigration legal services in accordance with the LSP’s program guidelines. The Staff Attorney reports directly to the Manager of the Legal Services Program (LSP Manager). The position would begin at 20 hours per week and increase to 30 hours per week within the first four months, with the possibility of becoming fulltime after the first six months.

Specific Responsibilities Include:

- Conduct initial consultations with clients to determine eligibility for various USCIS applications, primarily family-based immigration, adjustment of status, naturalization, citizenship, VAWA and U visa applications.
- Complete applications using case management software and file them with USCIS, following up when necessary with the appropriate USCIS officials.
- Accompany clients to interviews when necessary.
- Ensure client files are maintained in accordance with the Case Management Procedures Manual.
- Help with the advertisement, recruitment, and supervision of office volunteers, interns, law clerks, and attorney volunteers.
- Maintain up-to-date statistics and prepare periodic reports on casework.
- Assist in maintaining and upgrading office procedures.
- Translate documents from Spanish to English.
- Participate in LSP staff meetings and case reviews.
- Cross train in the duties of other staff and fill in when necessary.
- Attend periodic immigration law training sessions and conferences, including webinars.
- Attend periodic USCIS liaison meetings and teleconference calls, when required.
- Help plan and participate in outreach efforts in conjunction with the LSP Manager.
- Participate in outreach efforts throughout the service area.
- Provide information and training to social service providers and other community organizations on general immigration issues.
- Participate in advocacy efforts to effect changes in immigration law and policy.
- Participate in events that support Catholic Charities of the Diocese of Las Cruces, Inc.
- Perform other related duties as required.

Salary commensurate with experience, plus benefits.

Qualifications: Must have graduated from an accredited law school and be licensed to practice law; need not be licensed in New Mexico. Must be able to work in a team made up of legal and non-legal staff in support of our common mission. Demonstrated commitment to serving low income clientele preferred. Fluency in written and oral English and Spanish. Position may require evening/weekend work, including travel.

To Apply: Interested applicants should submit a cover letter explaining their interest in and qualifications for the position, a resume, and the contact information for three professional references to the LSP Manager, Alissa Weinberger: aw@catholiccharitiesdlc.org.