

Tennessee Immigrant and Refugee Rights Coalition

Position: Staff Attorney

Full Time Exempt Position, Based in Nashville. Reports to the Legal Director.

About TIRRC

The Tennessee Immigrant and Refugee Rights Coalition (TIRRC) is a statewide, immigrant and refugee-led collaboration. Our mission is to build power, amplify our voices, and organize communities to advocate for our rights. Our vision is a stronger, more inclusive Tennessee where people of all nationalities, immigration statuses, and racial identities can belong and thrive. TIRRC's growing legal team engages in community legal education, direct representation, and advocacy to protect the rights of immigrant community members and support the power-building mission of the organization.

Position Description

TIRRC seeks a Staff Attorney to join its dynamic legal team and help advance immigrant justice in Tennessee. The Staff Attorney's responsibilities will include providing direct client representation in affirmative immigration cases; developing creative community legal education, self-help, and limited-scope initiatives in response to community needs; providing legal supervision to TIRRC's statewide resource line, and providing legal support to TIRRC's organizing and policy advocacy efforts. Much of the Staff Attorney's extended representation caseload will consist of naturalization and DACA renewal cases, though the composition of those cases may change depending on community need. The Staff Attorney will provide brief advice and counsel to immigrant community members on a regular basis, often through referrals TIRRC's statewide resource line. The Staff Attorney will participate in and provide legal support to TIRRC's organizing, policy advocacy, and power-building activities.

RESPONSIBILITIES

Client Representation and Counseling

- Provide accurate and comprehensive legal advice and counsel to clients on immigration matters and on occasion on other civil legal matters in which immigration status is implicated
- Provide high-quality extended representation to clients in affirmative immigration applications, primarily in DACA renewal and naturalization cases;
- Maintain accurate and complete records regarding representation including client communications, casework, and deadlines and otherwise comply with professional and ethical obligations;
- Assist in supervising other legal staff involved in the provision of immigration legal assistance, including legal fellows and coordinators;
- Maintain a thorough and up-to-date understanding of U.S. immigration law, regulations, and policy through legal research, continuing legal education, and other professional development.

Supervision of Community Legal Education and Resource Line Programs

- Develop and maintain accurate and up-to-date legal content for TIRRC's community legal education materials and legal information resources;
- In conjunction with other staff, plan and implement TIRRC's community legal education and self-help sessions and workshops;
- In conjunction with other staff, plan and implement TIRRC's limited scope and pro bono clinics
- Train other staff and community leaders on legal and legal ethics topics;
- Provide legal supervision and support for resource line staff;
- Take shifts as on-call attorney for resource line staff.

Organizational Support and Responsibilities:

- Provide technical assistance, including legal research and analysis, on state and federal topics affecting immigrant communities to TIRRC's organizing and policy teams;

- Participate as needed in and provide legal support to TIRRC organizing and policy campaigns around issues such as immigrant workers' rights, immigrant access to public benefits, and immigration-local law enforcement entanglement;
- Assist with tracking and gathering data and records for funders as needed, and with preparing and submitting grant applications as needed;
- All TIRRC staff, including the Staff Attorney, are expected to participate in and help support certain organization-wide trainings and events, such as Day on the Hill and the Membership Convention.

Job responsibilities include but are not limited to those listed above. As with every position at TIRRC, every person in the organization will assist their colleagues to ensure a cooperative environment and respond to the needs of the moment. This job description will be reviewed periodically as duties and responsibilities change with business necessity.

Skills and Qualifications

- Active attorney license in Tennessee or the ability to gain admission to the Tennessee Bar within 6 months;
- Experience with immigration law, preferably in a nonprofit setting, is required; this requirement may be met through participation in a law school clinic or summer internship, though post-graduate immigration practice experience is strongly preferred;
- Belief in TIRRC's mission and demonstrated commitment to social justice, progressive social change, empowering communities' rights and justice;
- Excellent judgment, a high level of integrity and the ability to maintain confidentiality;
- Ability to communicate effectively both orally and in writing;
- Ability to be very organized, work on deadlines, and juggle multiple priorities and cases;
- Ability to work effectively with low-income immigrant clients who have diverse personalities, lifestyles, cultures, and faiths;
- Ability to coordinate and advance strategies within a coalition and internal team in a rapidly moving environment;
- Fluency or high proficiency in languages spoken by our clients (particularly Spanish or Arabic) that would allow communication with existing, new or potential clients is required as the job requires extensive legal counseling and representation with clients who primarily speak languages other than English;
- Ability to work flexible hours, including some nights and weekends;
- Must have reliable transportation.

SALARY AND BENEFITS PACKAGE:

Salary Range: \$65,000 - \$75,000

Benefits: Full-time TIRRC employees are eligible to receive medical, dental, and vision insurance with 100% of the medical employee premium covered by TIRRC, participate in a 401K retirement plan, and receive 24/7 access to an Employee Assistance Program. In addition, TIRRC provides paid leave including up to 15 vacation days, 13 paid holidays, and 3 weeks paid sick leave in an employee's first year and 6 weeks of paid parental leave.

TIRRC is an Equal Opportunity Employer and does not discriminate against any individual on the basis of race, color, sex, national origin, age, disability, religion, sexual orientation, gender identity, gender expression, pregnancy, military or veteran status, marital status, or parental status. Immigrants, refugees, and people of color are strongly encouraged to apply.

To apply for this position, please send a cover letter and resume to jobs@tnimmigrant.org.