



ASISTA Immigration Assistance Position Description: Staff Attorney (30 hours/week)

**Application due date: Accepting applications now;
position is open until filled.¹**

About ASISTA:

ASISTA is a national leader in the movement for safety and justice for immigrant survivors of gender-based violence. Through policy advocacy, strategic litigation, training, case consultation and intervention, we deploy our specialized expertise to change individual lives and harmful systems. We are coalition-builders, cultivating uncommon allies and building bridges across sectors to challenge the oppressive structures that erect barriers to justice and cause further harm to immigrant survivors of violence. Through our robust membership program, we support advocates and attorneys working on the frontlines nationwide.

Our experience and expertise are situated solidly at the intersection of gender justice and immigrant rights. ASISTA's founders helped write the federal laws providing protection for immigrant survivors of gender-based violence, including the Violence Against Women Act (VAWA). We are a part of the broader movement for racial justice, both nationally and globally; the achievement of our goals is inextricably bound up with its success. Our approach will always be intersectional, holistic, and survivor-centered—all elements that make our work, and this movement, stronger and more effective.

Our vision is that immigrants live in a just world free from violence. Our mission is to advance the dignity, rights, and liberty of immigrant survivors of violence. Please see our core values, below. To learn more about ASISTA, please visit our website at www.asistahelp.org.

About this position:

The Staff Attorney position will be primarily funded through a federal grant from the Office on Violence Against Women (OVW). This grant will allow us to offer support to OVW grantees representing immigrant survivors of gender-based violence. Reporting to the Legal and Policy Director and collaborating closely with project partners and other ASISTA staff, the Staff Attorney will provide that support via individual and group case consultation (aka "technical assistance") as well as training and written materials reflecting the most current, relevant issues and best practices.

Responsibilities:

Training & Technical Assistance (TA)

- Develop and present trainings (mostly virtual, some in-person at various locations)
- Collaborate with other national organizations on joint training efforts
- Present at national conferences as appropriate

¹ **IMPORTANT NOTE: This position is primarily grant-funded and will not be filled until we receive confirmation of the grant award, anticipated to be on or around October 1, 2021.**

- Provide individual technical assistance and case intervention on immigration cases (resolving individual case problems with government decision-makers) for OVW and related grantees
- Identify trends and emerging issues in the field to enhance the provision of TA and training

Resource Material Development

- Develop and distribute practice advisories and other materials on emerging issues in immigration cases for survivors
- Collect, edit and develop relevant content and resources for distribution via social media, websites, newsletters, press releases and any other distribution channels as needed
- Collaborate with other national OVW TA providers on training and resource development, including helping to ensure that their resources include current and accurate information on immigrant survivor issues

Other

- Assist in the drafting of grant applications and reports
- Work as a team with ASISTA colleagues to carry out organizational goals and financial responsibilities
- Fulfill all federal, local and state reporting obligations as appropriate
- Attend required meetings, including ASISTA virtual staff meetings and in-person board meetings

Qualifications:

The ideal candidate will possess the following qualifications:

Required

- A deep commitment to dignity and justice for immigrant survivors of violence and to ASISTA’s mission, vision, and core values
- Law degree and a member of the bar in good standing
- Deep understanding of immigrant rights and gender justice
- Significant experience representing survivors in VAWA self-petitions and U visas
- Demonstrated ability to collaborate effectively with partner organizations
- Excellent analytical, advocacy, and communication skills (both verbal and written)
- Demonstrated ability to work independently and be supervised remotely

Preferred

- Bi- or multi-lingual training ability
- Experience providing advice to other attorneys/accredited representatives

Characteristics:

The ideal candidate for this position possesses most or all of the following characteristics:

- Strong integrity
- Data-driven and goal-oriented
- Self-motivated
- Strong organizational skills

Geographic Location:

ASISTA operates in a remote office environment, with staff located in Arizona, California, Connecticut, District of Columbia, Maryland, and Texas. The new Staff Attorney's location is flexible.

Notes:

- Regular travel will be required for trainings and other meetings.
- The above statements are not intended to encompass all functions and qualifications of this position; rather, they are intended to provide a general framework of the requirements of the position. The Staff Attorney may be required to perform other functions not specifically addressed in this job description.

Salary and Benefits:

This is a part-time position (85% FTE), working 30 hours per week of ASISTA's typical 35-hour work week. The salary for this position is \$60,000/year + benefits.

To apply:

The position is open until filled, with an anticipated start date on or after October 1, 2021, once grant funding is confirmed. Candidates are encouraged to apply as soon as possible. ASISTA operates in a collaborative, inclusive, and respectful work environment and seeks to hire and retain staff whose diversity reflects the communities we serve. We encourage candidates who are committed to equity and who are from all backgrounds, experiences, abilities and identities to apply. To apply, please send a resume and cover letter to kirsten@asistahelp.org with subject line "Staff Attorney Position."

ASISTA's Core Values:

- **Diversity:** We understand the intersecting nature of multiple forms of identity and oppression, and we believe that our efforts can only succeed when they amplify a wide range of perspectives and voices.
- **Collaboration:** We believe in building innovative partnerships and working collectively to confront the systemic injustice harming immigrant survivors.
- **Survivor-Centered:** We hold the experience of immigrant survivors, their strength and their resilience at the core of all we do.
- **Justice:** Our work is rooted in our efforts to eradicate inequality and systems of oppression, including patriarchal and white supremacist structures.
- **Integrity:** We promote transparency by engaging internally and externally with honesty, dignity, and respect for all.
- **Impact:** We know that expertise enhanced by creativity and tenacity leads to meaningful change for survivors.
- **Sustainability:** We believe the movement to advance lasting success for immigrant survivors must comprise healthy organizations that value their employees and partners.