



ASISTA Immigration Assistance Position Description: Senior Staff Attorney (Full-time, exempt)

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

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 Senior Staff Attorney position fulfills ASISTA's mission, and supports members and others representing immigrant survivors of gender-based violence, in several ways: through individual and group case consultation (aka "technical assistance"), training, provision of resource materials, collaboration with other organizations, and coordination of other projects to the extent possible. This position works closely with the Legal and Policy Director to develop and coordinate the training and technical assistance offered to ASISTA members and others representing immigrant survivors of gender-based violence. The Senior Staff Attorney serves as a mentor to less-seasoned attorneys on staff as needed, collaborates closely with partners and other ASISTA staff, and reports to the Legal and Policy Director.

Responsibilities:

Training & Technical Assistance (TA)

- Take a leading role in developing and presenting trainings (mostly virtual, some in-person at various locations), including the yearly training calendar

- Provide individual technical assistance and case intervention (resolving individual case problems with government decision-makers) on immigration cases
- Collaborate with other national organizations on joint training efforts
- Present at conferences as appropriate
- 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 partners as appropriate on training and resource development

Other

- Serve as a resource and mentor for less-seasoned attorneys on staff as appropriate
- Work as a team with ASISTA colleagues to carry out organizational, programmatic, and financial goals, including backfilling for colleagues as appropriate to facilitate continuity during staff leave time
- Lead or participate in workgroups or other projects as appropriate, in collaboration with the Legal and Policy Director
- Represent ASISTA in coalitions and at national meetings as appropriate to address issues of importance to practitioners around the country
- Manage interns and volunteers as appropriate
- Collaborate on the drafting of grant applications and reports as needed
- Fulfill all government and funder 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 California, Connecticut, District of Columbia, New York, Texas, Virginia, and Wisconsin. The new Senior Staff Attorney’s location is flexible.

Notes:

- Regular travel may 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 Senior Staff Attorney may be required to perform other functions not specifically addressed in this job description.

Salary and Benefits:

This is a full-time, exempt position, and ASISTA’s typical work week is 35 hours. The salary for this position is \$76,000/year + benefits.

To apply:

The position is open until filled. 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 crisrina@asistahelp.org with subject line “Senior Staff Attorney Position.” Please feel free to indicate any accommodations you may need for the application process.

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.