**Project Citizenship Staff Attorney**

Project Citizenship is New England’s largest citizenship services provider. All services are free. Immigrants are served regardless of income or residence. Since 2014, Project Citizenship has enabled more than 4,200 permanent residents to apply for citizenship. We have a demonstrated success rate of 95%.

Massachusetts’s immigrant population – the 7th largest in the nation – is one of the most diverse in the U.S. Our foreign-born population drives and invigorates our local economies. Over half of the Ph.D.’s. in the state are held by foreign-born residents, and foreign-born populations comprise 17% of the workforce, contributing as students, workers, and home- and business-owners. At Project Citizenship, we believe that citizenship is the path to the American dream for many immigrants who make our communities thrive on a daily basis. Citizenship confers important rights, including eligibility for certain federal jobs, federal grants and scholarships, and certain federal public benefits. But most importantly, citizenship helps us build stronger, more united communities by encouraging civic participation and securing the right to vote for immigrants, who are voting in increasing numbers. At Project Citizenship, we are committed to working with community-based, city, state, and corporate partners to help as many eligible, legal permanent residents as possible overcome barriers to become U.S. citizens.

Project Citizenship offers FREE workshops providing eligibility screening, application assistance, legal referrals and all materials needed to apply for U.S. citizenship. In addition, Project Citizenship partner agencies provide a range of support services, including civics instruction, application assistance, and English for Speakers of Other Languages classes.

The Staff Attorney fills an important and key role in the organization. The Staff Attorney’s responsibilities include:

* Complete screening intakes to assess eligibility and potential legal issues for naturalization applicants;
* Complete and file numerous USCIS applications, including the N-400, I-912, N-600, I-90, and FOIA/PA requests;
* Review criminal records;
* Organize, implement, and manage group processing naturalization workshops;
* Schedule, oversee, and complete in-office consultations and appointments;
* Thoroughly review completed applications for quality and accuracy prior to mailing, and conducting follow-up for submitted and pending applications;
* Conduct follow up with applicants to ensure completion and submission of applications;
* Enter appearances on behalf of and represent clients during naturalization interviews before USCIS;
* Develop and deliver training materials for partner organizations, volunteers, and *pro bono* attorneys on naturalization-related topics;
* Assign and manage case referrals to *pro bono* attorneys;
* Represent the organization at local *pro bono* fairs and community events;
* Act as liaison to partner agencies to provide legal advice on complex cases;
* Supervise law school and undergraduate interns on legal research, projects, and applicant cases;
* Research and compose memoranda on a variety of legal topics, including immigration, criminal, tax, marriage, etc. for in-house clients and to support partner agencies; and
* Create and distribute a weekly listserv on new information, practice tips, and developing topics related to naturalization and immigration.

Project Citizenship employer is an "equal opportunity employer." The employer will not discriminate and will take "affirmative action" measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, creed, color, national origin, or sex.