



## **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 and is primarily responsible for the oversight of legal services. The Staff Attorney's responsibilities include:

- Supervise screening of intakes to assess eligibility and potential legal issues for naturalization applicants;
- Supervise completion and filing numerous USCIS applications, including the N-400, I-912, N-600, I-942, N-648, N-336, N-565, federal background checks and FOIA/PA requests;
- Draft Motions to Reopen and responses to Requests for Evidence, Notice of Continuances, and Notice of Intent to Deny
- Review criminal records and conduct legal research on immigration consequences of criminal convictions for eligibility for naturalization;

- Supervise the legal aspect of organizing, implementing, and managing group processing naturalization workshops, including oversight of volunteer attorneys providing quality control;
- Supervise and scheduling, overseeing, and completing in-office consultations and appointments;
- Oversee the review of completed applications for quality, accuracy, and compliance with federal immigration laws prior to mailing;
- Oversee the follow-up of pending applications to ensure completion and submission of applications;
- Supervise the Disability Waiver program which includes reviewing incoming N-648s prepared by doctors, making revisions to be returned for doctor review, and reviewing final N-648s before submission;
- Supervise the Disability Waiver *pro bono* interview initiative by overseeing the scheduling of *pro bono* attorneys to appear at naturalization interviews for disabled clients and reviewing the accompanying referral materials provided to *pro bono* attorneys
- Enter appearances on behalf of and represent clients during naturalization interviews before USCIS;
- Develop and deliver training materials for partner organizations, health-care organizations, volunteers, and *pro bono* attorneys on naturalization-related topics;
- Serve as the representative of Project Citizenship with AILA, the Immigration Coalition and other bar associations;
- Represent the organization at local bar and law school *pro bono* fairs and community events;
- Act as liaison to partner agencies to provide legal advice on complex cases;
- Develop best practices for naturalization and recommend legal strategies for success;
- Supervise AmeriCorps attorney volunteer, law school and undergraduate interns on legal research, and projects;
- Request and review 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.