



Project Citizenship Staff Attorney Job Description

[Project Citizenship](#) seeks a Staff Attorney to provide legal advice to clients, train staff and volunteers, and supervise legal interns. This is a full-time position that requires occasional evening and weekend hours.

Project Citizenship's exclusive mission is to assist permanent residents to become U.S. citizens by offering free workshops, eligibility screening, application assistance, legal referrals, and all materials needed to apply for U.S. citizenship. Citizenship is the only protection against deportation and the best method to secure important rights and benefits.

Principal Purpose of Job: The Staff Attorney works collaboratively on a team with 1-2 other Staff Attorneys to provide legal services directly to clients and through group processing workshops. This role works closely with the Program Team, as well as Project Citizenship's leadership.

Supervision: The Staff Attorney reports to the Interim Executive Director

Essential Job Functions:

Program Management and Legal Services

- Oversee client intake to assess naturalization, derivation and acquisition, and disability waiver application eligibility, and identify any potential legal issues.
- Review criminal, immigration, tax, and biographical records to determine client eligibility to file Form N-400, N-600 and I-912 applications.
- Oversee completion of numerous USCIS applications, including Forms N-400, N-600, N-648, I-912, I-942, N-336, and G-28, as well as FOIA requests.
- Thoroughly review completed naturalization and derivation and acquisition applications for quality and accuracy prior to mailing.
- Conduct follow-up with clients to ensure completion and submission of applications.
- Represent clients with disabilities during naturalization interviews before USCIS.
- Assist clients in responding to Notice of Continuances and Notices of Intent to Deny, conduct legal research when necessary.
- Support the N-648 program, which can include reviewing N-648 forms prepared by doctors, suggesting revisions to be returned for doctor review, and reviewing final N-648 forms before submission.

Supervision, Training, and Legal Program Development

- Work collaboratively with the Legal team to recruit, interview, and supervise legal interns.
- Develop and deliver training materials for staff, volunteers, *pro bono* attorneys, and

health-care organizations on naturalization-related topics to ensure best practices in response to changing adjudicative policies.

- Oversee client interviews, which includes scheduling *pro bono* attorneys to appear at naturalization interviews for clients with disabilities and exceptionally complex client cases, and providing referral materials to *pro bono* attorneys.
- Identify potential areas for advocacy and assist in pursuing litigation or regulatory comments.
- Contribute to supervising the legal aspects of organizing, implementing, and managing group processing naturalization workshops, including oversight of volunteer attorneys providing quality control.
- Maintain DOJ recognition for Project Citizenship and assist staff applying for DOJ accreditation

Technical Assistance and Partnership Building

- Develop best practices for naturalization and recommend legal strategies for success to clients and other organizations.
- Respond to requests for assistance in evaluating individuals' eligibility for naturalization.
- Engage in outreach to educate medical providers about Form N-648 best practices.
- Represent the organization to various legal groups, local USCIS leadership, local bar and law school pro bono fairs, and community events to enhance partnerships and recruit volunteers and interns.

Data Management

- Maintain Salesforce database and data integrity, work collaboratively to update, improve, and maintain the database systems and SOPs.
- Work with the grant writer to collect data in support of funding applications or reports when needed.

Requirements:

- Admission to, or in the process of being admitted to, a U.S. State bar. (Admission to the Massachusetts bar is a plus).
- 6 months to 1 year of transferable experiences in internships, volunteering, or previous work experience

Important characteristics and skills for the success of this role include:

- Interest and/or experience in immigration law
- Expert attention to detail and organizational skills
- Ability to work effectively as part of a team and with people from all levels of the organization
- Commitment to providing high-quality services to clients with a respectful, non-judgmental approach
- Demonstrated independence, self-direction, and ability to take initiative
- Works effectively while balancing conflicting priorities
- Excellent writing and communication skills
- Knowledge of Salesforce and Microsoft Suite highly preferred
- *Fluency in multiple languages highly desirable*

We know that many people (especially people of color, women, LGBTQ+, and people with disabilities) are less likely to apply if they do not check off all the boxes. If you think you're a good fit for this role, we encourage you to apply even if you do not meet all our desired expectations.

Benefits & Details

- This is a full-time exempt Hybrid role with a required 3 days in the office in Boston per week.
 - This position occasionally requires weeknight and weekend hours (with accompanying flex time).
- Salary range: \$65,000-\$72,000; commensurate with experience and language capacity.
- 4 weeks of paid vacation (with increase upon year 3), 11 paid holidays, 5 days of wellness leave, 5 days of bereavement leave, and Massachusetts PFML.
- Health and dental insurance (w/ 20% employee contribution), 401K access after 6 months of employment.
- Professional Development: stipend, onboarding support, and opportunities to grow.

How to apply: We have retained Jessye Kass Consulting for this search.

To apply, please fill out this [Google Form \(bit.ly/staffattorneypc\)](https://bit.ly/staffattorneypc). In lieu of a cover letter, this form will ask you a few short-answer questions and screening questions, and then have you attach a resume.

If you do not have a Google account, and do not wish to create one, please [fill out this form \(bit.ly/staffattorneypc2\)](https://bit.ly/staffattorneypc2) instead and email your resume to jessye@jessyekassconsulting.com

Please submit your application by October 23rd, 2023. Start date is as soon as possible.

If you have any trouble viewing or accessing the Google forms, or have any accessibility needs, please email: Jessye Kass, jessye@jessyekassconsulting.com for support.