

Title: Staff Attorney, Survivors of Crime and Human Trafficking Program
Reports To: Managing Attorney
Pay: Starts at \$65,000
Office Hours: Monday through Friday, 8:30am – 5:00pm

GHIRP has outstanding benefits including medical and dental insurance, life insurance, and paid holidays.

Description

GHIRP is an immigration legal services organization with 501(c)(3) status that officially launched in October 2020. Our mission is to build a resilient, diverse community by providing comprehensive representation and holistic legal services to immigrants in need. GHIRP is seeking a full-time, bilingual staff attorney to provide high quality legal services to survivors of crime and human trafficking in immigration related matters, including court proceedings, U and T Nonimmigrant Status, VAWA, asylum, and other humanitarian legal relief. Applicant must be fluent in English and Spanish.

Duties/Responsibilities

- Provide culturally competent and trauma-informed legal services to survivors of crime and human trafficking in the Galveston-Houston area.
- Conduct comprehensive legal consultations and needs assessments with potential clients.
- Perform legal research and provide advice on legal rights and remedies available to clients.
- Represent survivors in immigration law matters. Prepare and file petitions with U.S. Citizenship and Immigration Services (USCIS) and appear before the Houston immigration courts.
- Advocate for survivors before government and law enforcement agencies.
- Collaborate with organizations in Houston and Galveston to connect clients with wraparound legal and social services.
- Coordinate client services with legal assistants, legal clerks, interns, and volunteers.
- Organize and maintain client files and data for reporting purposes.
- Submit timely and accurate reports as required by funders.
- Contribute to grant proposals, reports, and periodic communications pieces.
- Participate in regular peer and supervisor review meetings and trainings.
- Collaborate with other agencies, partner organizations, stakeholders, and service providers to provide client services and network with organizations providing services to immigrants.
- Conduct community-based presentations educating participants of their rights, the immigration process, and services and resources available to them.
- Participate in outreach activities and information sessions for immigrants and social services agencies. Outreach may require occasional evening and weekend events.
- Support special events and donation drives, as needed.
- Perform all other duties as needed and/or as directed by supervisor.

Requirements

- J.D. from ABA certified law school or international equivalent.
- Current bar membership in good standing.
- Fluency in **Spanish** and English is required.
- Experience in immigration law preferred. Law school experience will be considered.
- Advance legal research and writing skills, excellent organizational skills.
- Highly self-motivated and able to work in a fast-paced environment, work under pressure, and



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- manage a large volume of clients, cases, and data.
- Must demonstrate strong communication skills, trauma-informed interviewing abilities, and an appreciation of multicultural experiences.
 - Commitment to serving immigrants and sensitivity to the needs of low-income, culturally diverse clients.
 - Texas Driver License; clean driving record; own vehicle; applicable auto insurance.
 - Candidate must be willing to drive regularly to Galveston to meet with clients and participate in legal clinics and information sessions.

How to apply: Please send Cover Letter, Resume, and three (3) references to Vanessa Perez at VanessaP@ghirp.org and indicate in the subject line the position for which you are applying.