



CATHOLIC COMMUNITY SERVICES
OF KING COUNTY

CATHOLIC IMMIGRATION LEGAL SERVICES

Catholic Community Services of King County

Pro Bono Attorneys

Pro Bono Attorneys wanted at non-profit Immigration Legal services program for the Fall 2012 through Winter 2013 (6-8 months). For more information on Catholic Immigration Legal Services (CILS), please visit our website: www.ccsww.org\CILS. Please email your resume and letter of interest of why you want to work at CILS to: MicheleD@ccsww.org. Please no phone calls.

DUTIES:

- Under the supervision and training of Directing Attorney, handle N-400, I-485 and DACA (Deferred Action for Childhood Arrival) cases.
- Conduct legal phone intakes to potential clients. Intakes take 5-10 minute and pro-bono attorney will be trained and supervised by attorney. Provide appropriate referrals when needed.
- Engage in legal case analysis and issue-spotting with attorney on daily basis on potential and current clients.

REQUIRED:

- Barred and in good standing in at least one State.
- Must be willing to volunteer at least 18 hours per week at set times and days for a six-month commitment, as you will be covered by our liability insurance
- Previous experience working with low-income or immigrant clients in legal capacity or social-service capacity.
- Good oral and written English communication skills.
- Previous paralegal and/or office administrative working in a law firm, non-profit, or as an administrative assistant.
- Excellent computer skills and knowledge of Microsoft word, Excel and internet-based software systems.
- Excellent writing abilities
- Good phone and interpersonal skills and patience.

DESIRED:

- Previous experience with immigration law preferred.
- Bi-lingual in at least one other language than English: Russian, Vietnamese, Spanish or Somali preferred.
- Quick learner and ability to work independently on projects assigned.
- Ability to take initiative and ask staff if they need assistance with any projects / work.
- Experience working with multi-cultural and/or multi-lingual communities.
- Experience or sensitivity working with refugee and immigrant communities
- Experience working in non-profits or social service agency.
- Ability to work well with others in a team environment.
- Understanding of immigration and human rights issues.

100 23rd Avenue South, Seattle WA 98144
(206) 328-5714 / 6314 phone; (206) 328-5955 fax
Immigration@ccsww.org