



About the Latin American Association

Founded in 1972, the Latin American Association (LAA) is the longest serving and largest provider of social and immigration legal services in Atlanta's Latino community. Last year, our services and programs impacted more than 40,000 individuals.

The LAA is a 501(c)(3) nonprofit organization.

Vision: Opportunity for All

Mission: To empower Latinos to adapt, integrate and thrive

In addition to its historical footprint in Metro Atlanta, the LAA is expanding its services statewide, with new offices in Dalton and Athens. This position would be based in the LAA's new Dalton office.

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Job Title: Staff Attorney (Dalton, Georgia)
Focus Area: Immigration
Reports to: Managing Director of Immigration
Status: Full-Time/Salaried/Exempt

Position Purpose:

The Latin American Association (LAA) seeks a bilingual Staff Attorney to provide immigration legal services to the Dalton Latino community

Duties and Responsibilities:

- Conduct legal screenings and client consultations to determine eligibility for immigration family adjustments and other immigration benefits and relief
- Provide legal advice and counsel on immigration issues, including participating in immigration clinics
- Make community presentations on a variety of immigration-focused topics such as citizenship, immigration trends, and individual rights
- As needed, oversee support staff
- Monitor changes in the immigration laws as they affect clients and the agency and offer in-house training to department staff
- Work with community partners and LAA departments to raise awareness of the LAA's services and to provide quality information to the public

Qualifications:

- Fluency in English AND Spanish REQUIRED
- J.D. degree from an accredited law school
- Member in good standing of Bar of State of Georgia



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- Minimum 2 years of experience practicing immigration law
- Minimum 1 year of experience managing and supervising staff
- Demonstrated experience in a leadership role
- Previous experience working in a non-profit or pro bono setting or with a legal services organization
- Reliable transportation, valid driver's license and satisfactory DMV history
- Strong written and oral advocacy skills
- Excellent communication and interpersonal skills
- High degree of proficiency in Microsoft Word, Excel and Power Point
- Demonstrated ability to work independently and in a team environment
- Sensitive to the needs of low-income and culturally diverse clients
- Demonstrated dedication to working in a non-profit setting or pro bono capacity

Compensation: Salary commensurate with experience and background.

Applicant will be required to successfully pass a background check, including education verification, licensure verification, criminal history and DMV history, as a condition of employment.

This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions and perform other related duties as may be required by their supervisor. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Learn more about the LAA at www.thelaa.org.

To apply, submit cover letter, resume and salary requirements to atorres@thelaa.org.