



Latin American
Association

JOB DESCRIPTION

JOB TITLE: Removal Defense Attorney	LOCATION: An LAA Office or Remote (near Detention Center)
REPORTS TO: Jennifer Hamamoto, Director of Immigration Services	DEPARTMENT: Immigration Services Department
STATUS: Exempt	LAST DATE REVISED: 01/2026

About the Latin American Association

The mission of the Latin American Association (LAA) is to empower Latinos to adapt, integrate, and thrive. Our vision is 'Opportunity for all.'

The Latin American Association works to lower the barriers to economic mobility and prosperity that Latino immigrants face as they adapt and integrate into life in the United States. No other organization in Georgia serving Latinos has the geographic reach, breadth of services, expertise, and longevity that the LAA has.

Founded in 1972 to serve Atlanta's then-emerging Latino population, the LAA has grown to become the region's leading agency representing Latino issues. The LAA invests in individuals' and families' abilities to pursue education, employment, and other opportunities that lead to improved economic stability and quality of life. Our 52-year history and community-based mission render the organization truly unique in its work and capabilities. The LAA stands as the oldest, most trusted, and only fully bilingual organization in the region focused exclusively on the needs and concerns of the Latino community.

Serving nearly 44,000 individuals each year, the LAA offers Atlanta area Latinos an extensive range of evidence-based services, programs, and support to help them fully and successfully integrate into the community. Our core programs include: Family Well Being, Economic Empowerment, Immigration Legal Services, Youth Education and Adult Language Services.

Position Summary

The LAA seeks a talented **Removal Defense Attorney** with experience in immigration law to assist individuals in removal proceedings (including detained clients). Experience in removal defense and federal litigation is preferred.

Key Responsibilities:

- Interview and screen detained and non-detained clients in removal proceedings, assess client needs, and advise clients on immigration law and available immigration relief
- Research immigration law, statutory and case law
- Monitor changes in immigration policy and law as they affect clients
- Draft and file appropriate court pleadings, including motions and briefs

- Prepare bond applications and conduct bond hearings
- Prepare appropriate immigration applications
- Prepare clients and witnesses for hearings
- Represent clients in removal proceedings in Immigration Court
- Follow-up on client deadlines
- Supervise a paralegal/legal assistant, interns, and volunteers, as appropriate
- Participate in community outreach programs, including giving presentations to community groups and organizations
- Provide training to other staff members, as appropriate
- Maintain accurate and orderly records and files
- Maintain data, statistics and create reports, as required by grants
- Maintain and protect client confidentiality
- Interface with other legal professionals, attend meetings and represent the LAA, as directed
- Comply with all grant policies and procedures
- Perform other related duties and tasks, as necessary or as assigned

Qualifications:

- J.D. Degree from accredited law school and admission to the bar of any state; Georgia bar admission is strongly preferred
- Membership in good standing of State Bar
- ***Fluency in English AND Spanish REQUIRED;*** knowledge of another language is a plus
- Minimum 2 years of experience in immigration law
- Knowledge of and experience in court and in defensive immigration cases
- Regular access to a vehicle and travel to and from detention centers, court, or government agencies required
- Strong written and oral communication and interpersonal skills
- Strong organizational skills and attentive to detail
- Ability to multitask and work in fast-paced environment
- Strong analytical and writing skills
- Sensitive to the needs of low-income and culturally diverse clients
- Previous experience working in a non-profit or pro bono setting or with a legal services organization

Work Environment:

- Primarily office-based with frequent trips to detention centers, and occasional meetings, outreach activities, or community events
- May require occasional evening or weekend hours

This job description is not intended to detail every aspect of the position. The incumbent may be required to perform other related duties as assigned by their supervisor. Reasonable accommodations may be made to enable individuals with disability to perform the essential job functions.

Please submit resume to Jessica Mendez-Fernandez at jfernandez@thelaa.org

To learn more about the LAA, visit us at: www.thelaa.org