



Latin American
Association

JOB DESCRIPTION

JOB TITLE: Staff Attorney or DOJ Accredited Representative	LOCATION: Atlanta
REPORTS TO: Jennifer Hamamoto, Director of Immigration Services	DEPARTMENT: Immigration Services Department
STATUS: Exempt	LAST DATE REVISED: 08/2026

About the Latin American Association

The mission of the Latin American Association (LAA) is to empower our community 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 54-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 attorney or DOJ Accredited Representative with experience in immigration law to provide direct legal services and administrative support to applicants seeking family-based petitions, consular processing, residency, naturalization, and other related immigration applications before USCIS. Experience in removal defense and asylum is a plus.

Key Responsibilities:

- Interview and screen clients, assess client needs, and advise clients on available immigration relief and immigration law
- Research immigration law, statutory and case law

- Monitor changes in immigration policy and law as they affect clients
- Prepare appropriate immigration applications and petitions
- Prepare and represent clients in USCIS interviews
- Follow-up on client deadlines
- For Staff Attorney, prepare and represent clients in EOIR hearings, and file motions for clients in Immigration Court
- Prepare memoranda and briefs to USCIS and AAO
- Supplement immigration applications with appropriate supporting documentation
- 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
- Assist in developing funding sources
- Comply with all grant policies and procedures
- Perform other related duties and tasks, as necessary or as assigned

Qualifications:

- If Staff Attorney:
 - Law Degree from accredited law school
 - Membership in good standing of State Bar
- If DOJ Accredited Representative:
 - Experience handling general immigration cases
 - Currently a DOJ Accredited Representative (Full or Partial) or an individual with the education, experience, and documented support necessary to become one upon hiring
- ***Fluency in English AND Spanish REQUIRED;*** knowledge of another language is a plus
- Minimum 2 years of experience in immigration law desired
- Regular access to a vehicle and travel to and from 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 occasional meetings, outreach activities, or community events

- May require occasional evening or weekend hours

DISCLAIMER

This job description is not intended to be an exhaustive list of duties, responsibilities, or qualifications. Employees may be required to perform other related duties as assigned by their supervisor. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

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

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

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