



Entre Hermanos's mission is to promote the health and wellbeing of the Latino Gay, Lesbian, Bisexual, Transgender, and questioning community in a culturally appropriate environment through disease prevention, education, support services, advocacy and community building.

Title: Immigration Staff Attorney (English/Spanish)

Department: Legal Services

Position type: Full-time

Salary: \$50,000-60,000

Benefits include: 15 vacation days, 2 personal holidays, 12 sick days, and 8 paid holidays per year. Medical, vision, and dental insurance. Professional development support includes membership in the relevant local, statewide and/or national associations, attendance at relevant conferences, as determined by Entre Hermanos' professional development budget.

The Organization:

Entre Hermanos is a Latino-based LGBTQ nonprofit organization in Seattle, Washington. Our mission is to promote the health and well-being of the Latino gay, lesbian, bisexual, transgender, and questioning community in a culturally appropriate environment through disease prevention, education, support services, advocacy and community building. We have been aiding the Latino community since 1991. As an agency, we make it our mission to reflect our community, and we do so by hiring all Spanish speaking staff. Our immigration program provides a myriad of services to our community. We prioritize finding forms of relief for undocumented clients through asylum, U Visa, VAWA, Non-LPR Cancellation of Removal, and family petitions. Entre Hermanos also coordinates a program for LGBTQ asylum seekers (sponsees) in detention, pairing them with sponsors in King County, to ensure their release. As an organization, we also encourage citizenship and civic engagement. In addition to direct representation, we partner with community organizations from around Washington on education and advocacy projects.

The Position:

Entre Hermanos is seeking a Staff Attorney to represent Latino LGBTQ/Latino immigrants in immigration proceedings. The ideal candidate is an excellent advocate with strong writing, interpersonal, and organizational skills who works well in a fast-paced collaborative environment and has experience providing immigration services to low-income people along with a demonstrated commitment to the LGBTQ community. The Staff Attorney will report to the Deputy Director, with skip-level to the Executive Director. Must be willing to work in collaboration on case load with the current immigration attorney to represent clients who are in removal proceedings on the detained and non-detained docket.

Duties will include:

- Represent low-income clients on wide variety of immigration matters before USCIS and the Immigration Court, including affirmative and defensive asylum applications, asylee family petitions, adjustment of status, consular processing, immigration effects of criminal convictions, and naturalization.

- Conduct in-office immigration screenings for clients requesting our services
- Train and supervise law students and our pro bono attorney partners
- Work collaboratively with mental health professionals to complete psychological evaluations for clients' cases
- Conduct outreach, workshops, and presentations in the community
- Participate in collaborative partnerships with other community and legal services organizations providing similar services
- Assist in administrative tasks, such as those related to grant management and reporting
- Participate in ongoing professional development to improve client services

Minimum Qualifications:

- J.D. required and in good standing with a State Bar
- Fluency in Spanish required
- Minimum 3 years experience providing immigration legal services (law school clinics and summer internships included).
- A demonstrated commitment to the LGBTQ and Latino community
- A demonstrated ability to build and manage an extensive and demanding caseload including excellent time-management, priority-setting, and organizational skills
- Ability to work effectively with a diverse range of groups, including homeless people, immigrants, non-English speakers, people with mental disabilities, people experiencing domestic violence, law students, service providers, and community partners
- Strong interpersonal skills, flexibility, and demonstrated ability to work well independently and as part of a team
- Familiarity in working with clients in crisis or who are trauma survivors
- Willingness to conduct training and outreach activities in the community

Nondiscrimination Policy

We strongly encourage individuals from traditionally underrepresented communities, especially the LGBTQ and Latino communities, to apply. Entre Hermanos does not discriminate on the basis of race, color, religious creed, sex, gender, gender expression, gender identity, age, national origin, ancestry, disability, marital status, sexual orientation, military status, prior contact with the criminal justice system, or any other basis prohibited by law.

Candidates for employment at Entre Hermanos should be aware that this is a unique work environment in which topics of sexuality and sexual orientation are an integral part of our everyday prevention and care work and are often discussed openly. Individuals who are uncomfortable with such topics, discussions and the occasional related graphic representations may choose not to work at Entre Hermanos

Terms of Employment

Washington State is an “at-will” state. This means that employers have the right to terminate an employee without notice, warnings, or reasons. It also means that the employee has the right to leave their job without giving warning, notice, or reasons.

All new Entre Hermanos employees are subject to a six-month probationary period. This period is used to determine if the employee demonstrates the necessary skills and knowledge to perform the tasks required of the position. At the close of the probationary period, the new employee will receive a performance evaluation. If performance is determined to be satisfactory, the employee’s status will change from

probationary to permanent. Probation does not alter or supersede the “at-will” conditions of the previous paragraph.

Privacy Policy

In the course of employment with Entre Hermanos, employees will encounter confidential and proprietary information about Entre Hermanos, including information about its clients, donors, volunteers, service providers, Board members, services, plans, finances and sources of funding. All of this information is considered proprietary to Entre Hermanos and its confidentiality must be upheld by all employees. Such non-public information belongs solely to Entre Hermanos and not to the employee or any other entity. By law, a duty is imposed on employees to maintain the confidentiality of this information, and to use it only for Entre Hermanos purposes. This obligation is maintained during employment and continues after separating employment with Entre Hermanos.

Additionally, employees may not copy, distribute, or use written or electronic materials owned by Entre Hermanos or prepared in connection with employment by Entre Hermanos except as authorized for the benefit of Entre Hermanos. When an employee leaves employment with Entre Hermanos, all copies of Entre Hermanos’ documents must immediately be returned as well as electronically recorded organization information and other tangible things belonging to Entre Hermanos.

How to Apply

Entre Hermanos will accept applications on a rolling basis until the position is filled. We will begin interviews on a rolling basis with a focus towards an October start date. Please email a detailed resume, 3 references, and a cover letter describing your interest in the organization and position to: Eric Holzapfel, Deputy Director, Eric@EntreHermanos.org