**Arizona Justice For Our Neighbors**

**Managing Attorney**

We are hiring! If you are ready to work with an elite team passionate about serving the immigrant community with dignity and respect providing hope and justice, come join our team.

About the Organization:

Arizona Justice for Our Neighbors (AZJFON) is a nonprofit organization located in Tucson, Arizona. AZJFON is driven by its mission and committed to serving our immigrant community by creating opportunities, growth, and empowerment for restoring hope, healing, and justice through policy change, legal representation, and leadership advocacy.

Reports to:

The Managing Attorney reports directly to the Executive Director (ED).

Salary and Benefits:

The salary range is $70,000 – $75,000 with benefits including medical allowance provided, generous time paid off to include two weeks off for the holiday break in December with an additional week off in the summer, a retirement plan with matching by AZJFON, an employee assistance program, professional development assistance, and a healthy working environment where your well-being matters.

Hybrid Work Environment:

Hybrid remote in Arizona. We work in a flexible working environment allowing us to effectively serve our clients and community while providing a healthy work balance for employees. Other remote work may be considered under special circumstances.

Qualifications:

Must be a member in good standing with the bar and eligible to practice in the highest court of state, possession, or territory. The Managing Attorney must maintain the qualifications of education and bar requirements. The Managing Attorney will keep licensure requirements and communicate with ED any needs, training, and resources required to successfully fulfill the duties assigned. Must hold a driver’s license and have access to a registered vehicle.

Position Summary:

The Managing Attorney represents clients in the preparation, submission, and representation of affirmative filings, as well as in all phases of immigration court proceedings. The Managing Attorney trains, supervises, and co-counsels with lesser experienced staff. Provides and supervises community education presentations as well as substantive training to staff and other partner organizations. Recruits, trains, and supervises pro bono attorneys, students, and volunteers. Is responsible for administrative functions and grant requirements specific to the team. Duties are set to provide a structure and parameters but are not all-inclusive. Other duties may be assigned by the Executive Director as deemed appropriate and necessary.

The Managing Attorney is a key stakeholder within AZJFON’s leadership team and is expected to demonstrate through excellence AZJFON’s mission, core values, and strategic plan.

Essential Functions:

* Lead through kindness and excellence.
* Have fun and build a working environment focused on well-being.
* Demonstrate the ability to multi-task and adhere to deadlines.
* Resiliency and the ability to adapt within the ever-changing world of immigration laws and procedures, scheduling priorities, etc.
* Maintains a caseload of immigration cases according to deliverables as communicated by the Executive Director (ED).
* Representation of clients either before USCIS and/or the Executive Office for Immigration Review (EOIR).
* Immigration Law experience of a minimum of three years.
* Coach and supervise legal staff with the guidance of ED.
* Supervise and coach the accredited representative(s).
* Coordinate and facilitate meetings as needed and indicated by ED.
* Keep abreast of developments in immigration law and convey/discuss updates with staff and volunteer/pro bono attorneys as assigned.
* Manage and supervise volunteer attorneys or selected staff as indicated by ED.
* Determine, in consultation with ED, the flow of new cases, including quantity and case type, into AZJFON to maintain caseload balance among attorneys.
* Assist ED in the preparation of reports necessary for grant requirements or grant proposals.
* Conduct outreach presentations on immigration legal issues and meet with community stakeholders as needed or assigned by ED.
* Engage in fundraising projects as assigned.
* Lead in building effectiveness and excellence within teams.
* Role model core values and productivity.
* Communicate effectively and with solution-driven approaches.
* Demonstrate high levels of emotional intelligence.
* Fluent in using case management software, Microsoft Office, Adobe, and other programs standard for day-to-day work in the office.
* Strong legal research and legal writing skills.
* Spanish fluency (preferred)

**To Apply:**Please send a cover letter and resume to [talent@azjfon.org](mailto:talent@azjfon.org) or to PO Box 27185, Tucson, AZ 85726, Attn: Managing Attorney Position.

Applications will be accepted on a rolling basis until the position is filled. The Hiring Committee will begin screening resumes upon receipt.

***AZJFON is an equal-opportunity employer. We value a diverse workforce and an inclusive workplace. AZJFON encourages applications from all qualified individuals, without regard to race, religion, gender, sexual orientation, gender identity or expression, age, national origin, disability, marital status, citizenship, or any other consideration prohibited by law.***