



## Part-Time Affirmative Practice Attorney

**About the Organization:** Building One Community (“B1C”) is a non-profit organization established in 2011 as a comprehensive resource center for immigrants across southwestern Connecticut. B1C’s mission is to advance the successful integration of immigrants and their families.

Our Immigration Legal Services (“ILS”) department began in 2017 and has served more than 750 families and individuals with affirmative applications before the U.S. Citizenship and Immigration Services, such as naturalization, adjustment of status, DACA/TPS, consular processing, VAWA and U visas. In 2021, ILS created a new Removal Defense Practice to provide *pro bono* representation to unaccompanied minors and adults, individuals and families.

**Position Description:** We seek an experienced and enthusiastic **Affirmative Practice Attorney** who will provide high-quality legal representation to clients in Fairfield County. The Attorney will work on all aspects of affirmative immigration cases: interviews, case development and advocacy before the USCIS. This part-time (20-24 hours per week) exempt position will report to the Immigration Legal Services Director. Work location will be hybrid (part in-person; part remote).

### Essential Duties/Responsibilities:

- Participate in client consultations and gather case information
- Analyze case suitability and prepare client applications
- Attend USCIS client interviews in Hartford, as needed
- Maintain and update case files and case management database (LawLogix)
- Participate in B1C & ILS staff meetings and case management reviews
- Participate in public outreach and community education initiatives on immigration issues
- Collaborate with other B1C departments to provide client-centered comprehensive services
- Track case law developments in immigration law and policy

### Qualifications:

- Three to five years’ experience practicing immigration law
- Admitted to practice law in Connecticut required
- Spanish language proficiency required
- Ability to travel to USCIS office in Hartford, on occasion
- Demonstrated commitment to public interest law
- Excellent organizational skills
- Demonstrated ability to work independently and collaboratively with a team
- Experience working with low income clients from diverse communities and backgrounds

*Building One Community is an Equal Opportunity Employer.* To apply for this position, please submit your resume and a cover letter to [jobs@b1c.org](mailto:jobs@b1c.org).