

CHESAPEAKE MULTICULTURAL RESOURCE CENTER

Immigration Staff Attorney

Exempt, Salary Range \$85,000- \$115,000
(commensurate with experience)

The Chesapeake Multicultural Resource Center (ChesMRC) is a 501c3 non-profit organization established in 2012, whose mission is to empower people from different cultures to become successful and engaged members of our community.

Position Description

The Immigration Staff Attorney provides direct legal representation and legal counsel to asylum seekers, immigrant survivors of trafficking and torture, and other forced migrants seeking humanitarian immigration relief before U.S. Citizenship and Immigration Services (USCIS) and federal immigration court. The Attorney maintains a diverse caseload that may include asylum matters, T visas, U visas, SIJS, employment authorization applications, adjustment of status, and related immigration filings and proceedings.

Responsibilities include conducting legal screenings and intakes, preparing applications and supporting documentation, representing clients before immigration agencies and courts, maintaining accurate case records and grant compliance, and participating in legal education and training initiatives. **This position is primarily in-person and operates out of our Easton, Maryland office.**

The Immigration Staff Attorney position is an exempt, full-time position reporting directly to the Deputy Director or Executive Director.

Essential Job Functions

- Conduct legal screenings, and consultations with individuals seeking immigration legal services, and advise clients on available forms of relief through accurate interpretation of current immigration law.
- Provide direct legal representation to clients in humanitarian immigration matters, including asylum, SIJS, T visas, U visas, adjustment of status, and related filings, and motions.
- Prepare and submit applications, declarations, briefs, supporting documentation, correspondence, and other filings before USCIS, the Executive Office for Immigration Review (EOIR), Board of Immigration Appeals (BIA), and related agencies.
- Manage an independent caseload while ensuring high-quality legal representation.
- Maintain regular communication with clients regarding case status, legal options, deadlines, and requests for information or documentation.
- Collaborate with ChesMRC staff and partner providers to support coordinated client care and safety planning.
- Maintain accurate, organized, and timely case files, database records, and documentation in accordance with organizational policies, grant requirements, and risk management procedures.
- Ensure compliance with grant metrics, reporting requirements, case deadlines, and internal quality control standards.
- Maintain active bar membership and participate in ongoing professional development related to immigration law.
- Remain informed about developments in immigration law, policy, and best practices impacting immigrant and forced migrant communities.
- Perform other duties as assigned.

Qualifications & Skills

- Passion for ChesMRC's mission and ability to articulate its philosophy, values and practices to internal and external stakeholders, partners and clients.

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- Juris Doctor (JD) degree from an accredited law school, or an LLM with bar admission in a US jurisdiction.
- Current bar admission in good standing in any US state, territory, or the District of Columbia.
- Experience working in immigration law, including humanitarian immigration matters.
- Strong commitment to serving forced migrants and immigrant communities, and providing trauma-informed, client-centered, and culturally responsive services.
- Excellent written and oral communication skills and experience with legal research and writing in the immigration context.
- Comfortable working with interpreters and using translation services.
- Strong organizational skills and ability to manage multiple deadlines and priorities.
- Willingness to develop and maintain expertise in humanitarian forms of immigration relief.
- Ability to work in a hybrid environment with in-office presence at least 3 days a week in our Easton, Maryland office to carry out job functions.

Preferred Qualifications

- Conversational or professional fluency in Spanish, French, Haitian Creole, or Arabic.
- 2-years of experience representing clients before immigration court and/or the Board of Immigration Appeals.

ChesMRC Benefits Offered

- Medical, dental, and vision insurance with ChesMRC paying 90% of the employee only portion of the premium for one of the three medical plan options
- Simple IRA retirement plan with up to 3% employer match
- Employer paid life insurance and accidental death and dismemberment insurance
- Employer paid short- and long-term disability insurance
- 120 hours PTO for first 3 years with increases thereafter

Application Process

Send an email with resume to: resumes@chesmrc.org

It is essential that the resume and cover letter provide a complete but concise description of the applicant's qualifications and position applying for. Also include at least 3 professional and personal references.

APPLICATION DEADLINE IS July 10, 2026