



## **United Stateless Staff Attorney Job Description**

### **About USL**

[United Stateless](#) (USL) is a national organization led by stateless people. USL's mission is to build and inspire community among those affected by statelessness and to advocate for their human rights. The group of stateless people who founded USL in 2018 found each other through social media and web searches. Our founding members made the decision to use their personal stories to advocate for the legal and policy changes that our stateless community desperately needs. USL is the only organization in the U.S. that (1) is fully dedicated to addressing statelessness here, and (2) is led by people directly impacted by statelessness. We envision a world where everyone's human right to nationality is respected and upheld and no one is deprived of nationality based on race, ethnicity, sex, gender, or religion, as stated in Article 15 of the Universal Declaration of Human Rights.

### **Position Summary**

United Stateless is thrilled to be hiring its first full time Staff Attorney. The Staff Attorney will work closely with USL's Executive Director and Stateless Services Consultant to build and implement a legal representation model for those affected by statelessness in the United States. Through this model, USL seeks to meet the growing demand for legal representation of stateless people in the U.S., a demand that will only increase upon the finalization of the [government's stateless status determination procedure](#). This is an exciting leadership position within United Stateless that presents opportunities for innovation, strategic planning, and advocacy in a new and developing area of U.S. immigration law and human rights.

### **Key Responsibilities**

With mentorship from HIAS and support from the United Nations High Commissioner for Refugees (UNHCR) – the Staff Attorney will:

- Develop and formalize Standard Operating Procedures and policies for USL's legal program, regarding:
  - Legal intake and referral systems
  - Stateless status assessments
  - Confidentiality, client informed consent, and representation in a community-supported environment
  - Liaising with UNHCR and other partner organizations when in the best interest of a client
  - Management of volunteer attorneys and law students

- Field inquiries from potentially stateless individuals, schedule and perform intake interviews, conduct stateless status assessments, and research, identify and document potential paths to relief for clients who fall under USL's mandate
- Develop a national network of attorneys, law firms, and organizations to represent and consult with stateless individuals based on need and geographic location in the U.S.
- Prepare cases for referral to pro bono attorneys, law firms, and organizations; refer clients for consultation and legal representation; provide ongoing support and advocacy on behalf of clients and USL as needed to further the case
- Identify and implement a case management system/database to track intakes, referrals, and outcomes
- Represent clients in individual FOIA requests and EAD Applications, as well as other applications for immigration relief and government programs, as needed and able
- Coordinate with and support USL Case Manager to refer clients to social service providers in their area, including contributing to a needs assessment
- Supervise and manage USL volunteer attorneys and legal interns/students; work with law schools as needed to recruit interns
- Track and manage program statistics for reporting; conduct periodic reporting and administrative tasks related to project management and funder requirements
- Create trainings and training materials, tools, templates, guides, and memos for attorneys, paralegals and other service providers on best practices for identifying and representing stateless individuals in the U.S. context
- Be a thought leader on the issue of statelessness and human rights in the U.S. context
- Develop recommendations for law and policy reform based on the lived experiences of stateless people in the U.S. and advocate for such reform in collaboration with the USL Advocacy Team and allies
- File FOIA requests to raise broader awareness and to inform strategic advocacy efforts
- Work with USL stateless community members, allies, legal service organizations, and partner organizations to collaboratively improve the quality of life of stateless people and those at risk of statelessness

### **Qualifications & Requirements**

- JD and an active bar membership in any U.S. state
- One to five years of professional experience required; experience in immigration and/or human rights law, preferred
- Demonstrated commitment to human rights cause(s) or public interest law
- Quick learner with a passion to learn about and understand statelessness and its causes
- Self-starter with previous experience in pro bono representation models, preferred
- Excellent writing, research, and analytical skills
- Demonstrated creativity, ability to take leadership, and initiative in problem solving; resourceful and willing to think outside the box
- Ability to work cooperatively on a variety of projects with lawyers, other staff members, and diverse community organizations and coalitions

- Ability to effectively communicate complex legal topics in legal and non-legal settings before a wide range of individuals and organizations
- Experience working with vulnerable populations preferred
- Demonstrated commitment to USL's [Core Values](#): Stateless-Led, Bold Inclusion, Family, and Joyful Resilience
- Demonstrates an understanding and a trauma-informed approach to the myriad of vulnerabilities that affect forcefully displaced and stateless communities

### **Salary and Benefits**

Salary commensurate with experience.

This is a full time position.

Salary range - \$65,000 - \$80,000.00

Benefits Include Dental, Vision, Medical (+ HSA) and Retirement, as well as paid time off and holidays.

### **Anticipated Start Date**

August/September 2022

**This position is funded through December 28, 2022 with a full year of funding for 2023 expected, but not confirmed.**

### **Location**

Remote (East Coast Residence Preferred)

### **To Apply**

Please send an email with subject line 'USL Staff Attorney' to [Info@UnitedStateless.org](mailto:Info@UnitedStateless.org). Please include the following:

- Resume
- Cover Letter
- 3 References

### **Submission Deadline**

We are accepting applications on a rolling basis.