



## **JOB DESCRIPTION**

**POSITION TITLE:** Legal Director

**REPORTS TO:** Executive Director

**HOURS:** Full-time/Exempt

**WORKSITE:** Tennessee Justice for Our Neighbors, 2195 Nolensville Pike, Nashville, TN, 37211

Tennessee Justice for Our Neighbors (“TNJFON”) is a non-profit law firm that represents clients in immigration matters, educates the community about immigration law and policy, and advocates for the rights of immigrants. We represent clients eligible for humanitarian forms of relief such as asylum, DACA, Special Immigrant Juvenile status, T visas, Temporary Protected Status, U visas, and relief under VAWA. Every member of our staff plays a critical role in fulfilling the TNJFON mission.

We seek a Legal Director with a demonstrated commitment to immigrant justice. The Legal Director provides direct client representation; trains and supervises legal staff and volunteers; supports the Executive Director in grant reporting and development activities; and represents TNJFON at public events. The Legal Director works closely with the Executive Director on operations and organizational strategy.

The Legal Director’s primary job location is the TNJFON office at 2915 Nolensville Pike, Nashville, TN 37211. A hybrid work schedule, combining in-office with remote work, may be available.

### **RESPONSIBILITIES OF THE POSITION:**

- Provide accurate and comprehensive legal advice and counsel to clients on immigration matters
- Represent clients on immigration matters before the United States Citizenship and Immigration Services (USCIS), the Memphis Immigration Court (EOIR), and the Board of Immigration Appeals (BIA)
- Maintain a thorough and up-to-date understanding of U.S. immigration law, regulations, and policy through legal research, continuing legal education, and other professional development
- Train, mentor, and supervise legal staff including staff attorney(s), DOJ-accredited representative(s), paralegal(s), administrative assistant(s), and law student intern(s)
- Ensure that legal staff maintain accurate and complete records regarding representation including client communications, casework, and deadlines and otherwise comply with professional and ethical obligations
- Maintain accurate and complete databases regarding client demographics and other data as requested by the Executive Director for purposes of grant reporting and funding proposals
- Train, mentor, and supervise law student(s) in joint legal clinics with community partners
- Recruit, train, and mentor pro bono attorneys
- Develop materials and present at community events, workshops, legal clinics, and continuing legal education seminars on U.S. immigration law, regulations, and policy
- Support the Executive Director and the Advocacy and Education Coordinator in public messaging about TNJFON’s work and developments in U.S. immigration law and policy

- Respond to press inquiries and represent TNJFON in press appearances
- Attend TNJFON Board meetings and provide quarterly reports on legal services; if requested by the Executive Director, attend specified Board committee meetings
- Collaborate with [Immigration Law & Justice Network](#) through participation in attorney calls and preparation of required reports

**QUALIFICATIONS:**

- Member in good standing of the bar of any U.S. state or the District of Columbia; Tennessee bar admission preferred
- At least 5 years of immigration law experience; removal defense experience preferred
- At least 5 years of experience managing legal staff
- Excellent problem-solving and leadership skills
- Outstanding organizational and time management skills
- Strong analytical skills and sound judgment
- Excellent oral and written communication skills
- Demonstrated commitment to social, racial, and economic justice and an understanding of the challenges facing immigrant communities and victims of trauma
- Fluency in one of the languages commonly spoken by TNJFON's clients (Spanish, Dari, Pashto) preferred

**ANNUAL SALARY and BENEFITS:** The salary range for this position is \$89,000 - \$94,000. Salary will be commensurate with experience and qualifications. TNJFON offers a generous benefits package, including

- Fully paid health insurance for employee
- Employer match of up to 3% to retirement plan
- 10 paid office holidays
- Paid time off including:
  - medical leave
  - vacation
  - parenting leave
  - renewal leave

**TO APPLY:** Please submit a letter of interest, resume, legal writing sample, and three references to [director@tnjfon.org](mailto:director@tnjfon.org) with "Legal Director" in the subject line. Applications will be accepted until the position is filled.