

## **IMMIGRATION ATTORNEY CATHOLIC CHARITIES – ORLANDO**

CATHOLIC CHARITIES OF CENTRAL FLORIDA

**Closing Date:** When Filled

**FT/PT** **FULL TIME**

**Minimum Salary:** Commensurate with qualifications and experience

**Brief Description of Job:** Staff Attorney is responsible for providing consultations and immigration related services to agency clients; required to represent clients before the U.S. Citizenship & Immigrations Services and Immigration Court. Must be able to prepare and/or oversee all types of immigration cases. In conjunction with Immigration Coordinator, provides in-service training to staff on immigration related skills and knowledge; assists in the development and expansion of immigration services throughout Central Florida. Interfaces with other legal professionals and organizations, attends meetings as assigned and represents the program as directed by Immigration Coordinator; presents immigration related workshops for the immigrant community within the Diocese of Orlando (some travel required).

**Minimum Qualifications:** Requires completion of recognized Jurisprudence Degree (J.D.), **Florida Bar Membership**. Knowledge and experience in immigration law. Attorney must have the ability to work with clients from different cultural backgrounds. Bilingual communications skills in both English and Spanish are required.

**Additional Qualifications** Must be proficient in Microsoft Office Suite including Excel, Word, Access, PowerPoint and Outlook. Have ability to prioritize, coordinate, multi-task and take initiative, work independently, remain organized and thrive in a detail-oriented environment; function as a member of a team, and be dependable. All applicants will be background screened. In addition a valid Florida drivers' license with a clean driving record required.

### **Consideration given to Florida Bar members only**

**Send letter of interest, resume, references and completed Employment Application (found on this website) to:**

Ms. Jean Comazzi , Director, Human Resources  
Catholic Charities of Central Florida  
1819 North Semoran Blvd.  
Orlando, FL 32807

**Phone Number:** No phone calls please.

**Facsimile Number:** (407) 382-1340

**E-Mail Address:** [jean.comazzi@cflcc.org](mailto:jean.comazzi@cflcc.org)

**Entity Website Address:** [www.cflcc.org](http://www.cflcc.org)