

Pro Bono Immigration Specialist

PeopleSoft Job Code / Title: TBD Pro Bono Immigration Specialist
Department / Subdepartment: Human Capital & Talent
Organizational Relationship: Reports to the Pro Bono Managing Attorney
FLSA Status: Exempt
UCM Level: TBD
Last Updated: June 2, 2025

Role Overview

The Pro Bono Immigration Specialist supports the Pro Bono Managing Attorney in overseeing and administering the firm's pro bono immigration practice. They will play a key role in practice management and in supporting immigration matters, projects, and initiatives.

Essential Duties and Key Responsibilities

"Essential duties" are those that an individual must be able to perform with or without reasonable accommodation.

- Conduct case audits to understand the status of active matters, liaise with attorneys and legal services partners to resolve issues, maintain adequate staffing levels, ensure compliance with case deadlines, and facilitate timely closure of completed matters.
- Track engagement letters, prepare closure letters, and facilitate matter opening and closure when necessary.
- Prepare standard immigration filings, like notices to appear, upon the request of the Pro Bono Managing Attorney and in compliance with legal requirements.
- Partner with Litigation Services colleagues on upcoming filings and support Latham attorneys in compiling and submitting filings.
- Keep up-to-date with changes in immigration procedures nationally, and support the Pro Bono Managing Attorney in effective implementation of these procedures.
- Train junior staff members on effective compliance procedures for immigration matters.
- Partner with Technology and Knowledge Management colleagues to implement firm-provided practice management software and tools.
- Maintain current list of interpretation resources and identify and act as primary administrative point of contact for interpreters and interpretation organizations.
- Maintain compliance with the firm's interpretation best practices and policies, and process invoices from interpreters.
- Support Latham colleagues who wish to volunteer as interpreters, and act as interpreter for pro bono teams, as capacity allows.
- Coordinate pro bono contributions, sponsorships and budget updates and respond to pro bono client audit requests.
- Supports initiatives and special projects originated by the Pro Bono Managing Attorney, as needed.
- Promote effective work practices, work as a team member, and show respect for co-workers.

Knowledge, Skills & Abilities

- Fluency in verbal and written Spanish required; knowledge of other languages a plus.
- Knowledge and high proficiency in computer applications, including Excel, Word, PowerPoint and other MS Office products, and a quick learner for other platforms.

- Strong written and verbal communication skills and ability to communicate effectively with people at all organizational levels of the firm.
- Excellent organizational and time management skills.
- Systems oriented and strong project management skills.
- Background in cultural competency and experience working with low-income and multicultural communities.
- Ability to work in a team environment with a customer service focus.

Position Specifications

Typical Experience

- Minimum of 5 years' experience in an immigration law firm or legal services organization required
- Strong working knowledge of US humanitarian immigration pathways and current issues in immigration law and policy preferred

Education

- Bachelor's degree or equivalent required

Working Conditions and Physical Demands

- Frequently move (e.g., walk) around the office
- Spend extensive time using a computer, including use of a PC keyboard and mouse or similar data input devices
- Travel may be required
- All Latham & Watkins positions are in a typical indoor office environment

The statements contained in this position description are not necessarily all-inclusive; additional duties may be assigned, and requirements may vary from time to time, and from location to location.