



**Managing Attorney**

*New York, NY*

*Application Deadline: 6/28/2018*

*IMMIGRANT JUSTICE CORPS*

*<http://justicecorps.org/>*

*Date Posted: 5/21/18*

*Job Type: ATTORNEY*

*Schedule Type: Full Time*

*Practice Areas: Immigration*

**Organization Description**

The Immigrant Justice Corps (IJC) seeks a Managing Attorney to join our fellowship program. IJC is the country's first fellowship program dedicated to meeting the need for high-quality legal assistance for immigrants seeking citizenship, other affirmative applications, and fighting deportation. Inspired by Chief Judge Robert Katzmann of the U.S. Court of Appeals for the Second Circuit, IJC brings together the country's most talented law school and college graduates to provide high quality representation to low income immigrants. IJC's two-year Fellowship program connects Fellows to the best legal services providers and community based institutions nationwide and leverages the latest technologies. The program also fosters a culture of creative thinking that engenders new strategies to reduce the justice gap for immigrant families, ensuring that immigration status is no longer a barrier to social and economic opportunity. Since IJC's founding in 2014, IJC has effectively assisted more than 39,000 immigrants and family members with a 93% success rate. The Managing Attorney will report to IJC's Deputy Director.

The Managing Attorney will lead IJC's legal practice, which includes three supervising attorneys, Justice Fellows and Community Fellows and will report to the Executive Director.

**Job Description**

The Managing Attorney Will:

- Manage the day-to-day operation of IJC's legal practice;
- Supervise and support three supervising attorneys and in-house Justice Fellows;
- Develop and implement a system to support out-placed IJC Fellows lacking institutional supervision;
- Provide supervision as needed for DOJ accredited Community Fellows at placements with host organizations throughout New York City;
- Maintain a reasonable caseload and co-counsel cases with Fellows;
- Assist with professional development training for staff and Fellows;
- Coordinate IJC's Rapid Response to emerging enforcement initiatives;

- Assist in evaluating IJC's technology needs and assist in making necessary improvements and changes;
- Help recruit and train Community and Justice Fellows;
- Foster and encourage teamwork and communication;
- Supervise the development and sharing of legal resources for Fellows;
- Represent IJC at community events and legal conferences;
- Assist in preparing reports to funders;
- Fulfill other duties as assigned.

### **Qualifications**

Applicants Must:

- Be admitted to the New York bar;
- Have a minimum of eight years of experience practicing immigration law as an attorney, ideally with experience in removal defense cases and complex affirmative cases including SIJS, U visas, and asylum;
- Have an interest in and commitment to the mission of IJC and expanding high quality access to counsel for immigrants;
- Have experience managing a legal program or supervising attorneys and paralegals;
- Be willing to travel throughout the five boroughs of New York City and surrounding counties;
- Have flexibility to work weekend and evening hours;
- Be comfortable working with different client populations and in varied work environments;
- Fluency or advanced proficiency in Spanish very strongly preferred;

### **Salary**

Competitive and commensurate with experience. IJC offers excellent benefits.

### **Application instructions**

Email a detailed cover letter explaining why this job would be a great fit for you, a resume and three (3) references to [recruitment@justicecorps.org](mailto:recruitment@justicecorps.org) with "Managing Attorney" included in the subject line. Those selected for interview will be required to submit a writing sample. Applications will be reviewed on a rolling basis until the position is filled.

IJC is an Equal Opportunity Employer