



Supervising Attorney – Low Bono Practice

Jersey City, NJ.

Application Deadline: 6/29/2018

IMMIGRANT JUSTICE CORPS

<http://justicecorps.org/>

Date Posted: 5/21/2018

Job Type: ATTORNEY

Schedule Type: Full Time

Practice Areas: Immigration

Organization Description

Immigrant Justice Corp (“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.

IJC is launching a low-bono practice in Jersey City, New Jersey in September 2018. The Practice will augment IJC’s pro bono programs, and will offer legal services at below market rates. It will serve as a training ground for Fellows and a staging ground for graduating Fellows interested in opening their own immigration law firm in the future, or starting an immigration-focused non-profit. The Practice will be staffed by a talented team who will offer exceptional immigration legal services at low cost fees. The Practice will be closely connected to IJC headquarters and leverage the thriving organization’s infrastructure and talent.

IJC seeks a Supervising Attorney to help launch this exciting new initiative. The Supervising Attorney will be responsible for recruiting and conducting outreach to potential clients and stakeholders, overseeing the Practice’s day-to-day management, supervising attorneys and other staff, liaising with IJC headquarters, and building a sustainable practice. The Supervising Attorney will report to IJC’s Deputy Director.

Job Description

The Supervising Attorney will:

- Assist with implementation planning and establishing the low-bono practice;
- Conduct client outreach and establish a client base;
- Manage the day-to-day operations of IJC’s low-bono practice;
- Recruit, supervise, and support the low-bono Justice Fellow, two Community Fellows, and office manager;

- Maintain a reasonable caseload;
- Mentor and assist attorneys and legal representatives on legal matters;
- Assist in planning staff trainings;
- Foster and encourage teamwork and communication;
- Work with IJC Headquarters to guide the direction of the practice;
- Represent IJC at community events and legal conferences;
- Assist in preparing reports to funders; and
- Fulfill all other duties as assigned.

Qualifications

Applicant must:

- Be admitted to the New Jersey or New York bar
- Have a minimum of five years' experience practicing immigration law as an attorney, ideally with some combination of experience in removal defense cases and affirmative matters, including SIJS, U visas, asylum, naturalization, and adjustment of status;
- Have experience managing a legal program and/or supervising attorneys and paralegals;
- Have an interest in supporting young attorneys learn how to set up their own private practice;
- Have an interest in and commitment to expanding high quality access to counsel for immigrants;
- Be willing to travel to IJC headquarters in New York City and immigration courts in New Jersey;
- Have flexibility to work weekends and evening hours;
- Be comfortable working with different client populations and in varied work environments; and
- Fluency or advanced proficiency in Spanish is strongly preferred.

Salary

Commensurate with skills, experience, and duties.

Benefits

Excellent benefits package including dental and vision.

Application instructions

Please 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 with "Supervising Attorney – Low Bono Practice" 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.