



Supervising Attorney – Community Fellowship Program

Remote but usually based in New York, NY

Application Deadline: Applications will be considered on a rolling basis until position is filled.

IMMIGRANT JUSTICE CORPS

<http://justicecorps.org/>

Job Type: SUPERVISING ATTORNEY

Schedule Type: Full-Time Permanent Position

Practice Areas: Immigration

About IJC and the Community Fellowship

Immigrant Justice Corps (“IJC”) is the country's first immigration legal fellowship program. We are dedicated to meeting the need for high-quality legal assistance for low-income immigrants. Our Justice Fellows and Community Fellows are recent law graduates and college graduates, respectively, who are committed to providing immigration legal services to under-served populations and who join a new generation of dedicated advocates working to serve immigrant communities. IJC Community Fellows become Department of Justice partially accredited representatives and represent clients in applications and interviews before USCIS (Department of Homeland Security). Creative thinking and advocacy before USCIS in the pursuit of new strategies to increase access to justice are essential to our mission. We have a robust immigration legal services practice housed at IJC headquarters in New York City, which handles a variety of affirmative applications as well as removal defense. Community Fellows participate in a two-year fellowship as employees of IJC and are assigned to work at NYC community sites (“host sites”) under the supervision of IJC’s supervising attorneys.

About the Position

We seek an experienced immigration practitioner to join our collaborative legal team and work closely with current supervising attorneys to manage IJC’s affirmative immigration benefits practice. This will involve working with, mentoring, and teaching Community Fellows on a daily basis. There will also be opportunities to contribute to Legal Team projects focused on federal litigation and removal defense.

The core responsibilities of the position include:

- Supervising and mentoring Community Fellows working at host sites at community-based organizations and public libraries in New York City and at IJC headquarters;

- Providing clear guidance to Community Fellows on case management and data entry protocols while supporting them in the development of all aspects of effective legal practice, professionalism, client advocacy and representation at USCIS;
- Managing and maintaining relationships with the community organizations and public libraries hosting Community Fellows;
- Reviewing and providing feedback on affirmative applications prepared by Community Fellows, including applications for employment authorization, adjustment of status, citizenship and naturalization, DACA, document replacement and renewals, TPS, removal of conditions, and to a more limited extent SIJS, U/T visas, VAWA and asylum;
- Co-counseling with a Community Fellow or solely providing direct representation for a limited number of complex affirmative applications and potentially some non-detained removal defense matters;
- Identifying trainings necessary for Community Fellows to respond to legal developments and helping to develop training materials;
- Assisting, in collaboration with the Managing Attorney, to responsibly bring cases to completion at specific host sites where the Community Fellows program will cease providing legal services on August 31, 2022.

Requirements for the Position

You are a seasoned immigration attorney with broad experience in immigration benefits applications. You enjoy collaboration and helping new advocates develop legal skills and expertise. IJC seeks a Supervising Attorney who:

- Is authorized to work in the United States;
- Is admitted to a state bar;
- Has a minimum of three years of experience practicing immigration law as an attorney, or equivalent experience;
- Is interested in supervising and developing legal advocates and/or has prior supervisory experience;
- Has excellent practice management, writing, analytical and organizational skills;
- Has strong client relationship skills; has strong interpersonal & leadership skills and the ability to navigate between organizational leadership and fellows as well as host sites and fellows;
- Is committed to IJC's mission of expanding access to high-quality counsel for immigrants and developing legal capacity in under-served communities;
- Has demonstrated skills working effectively with people across lines of race, class, and marginalized communities;
- Understands the current dynamics impacting New York City's immigrant community and first-generation practitioners and can address them with compassion and empathy;
- Is committed to work respectfully and collaboratively within IJC to create inclusion across lines of difference;

- Is professionally fluent in one or more of the following languages: Arabic, Haitian Creole, Mandarin or Spanish.
- Has a demonstrated passion toward teaching new advocates about U.S. immigration law and emerging changes within the law as they occur.

Compensation

Salary range is \$84k - \$87K and commensurate with skills, experience, and duties. IJC offers generous health benefits including medical, dental, vision, life, disability, 401(k) plan, 175 hours of PTO, 12 paid Holidays plus the week between Christmas and New Year's Day and compressed work schedules during the summer.

How to Apply

Please email your resume, two references and a detailed cover letter explaining why you are a great fit for this job to recruitment@justicecorps.org with "CF Supervising Attorney - HQ" included in the subject line. We will review applications on a rolling basis until the position is filled.

IJC is an Equal Opportunity Employer - women, people of color, members of the LGBTQ+ communities, veterans, and people with disabilities are encouraged to apply.