



Location: New York, NY

Salary: \$115,000

Position is contingent upon continued funding

Training & Legal Technical Assistance, NY Managing Attorney

Hybrid work environment (subject to change); 2-3 days in office; other days remote

ABOUT IJC

IJC is the country's first fellowship program cited by The New York Times as an innovator in our field. 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, 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. Creative thinking and the pursuit of new strategies to increase access to justice are essential to our mission.

The United States is facing a growing representation crisis in immigration. Immigrant Justice Corps' (IJC) Fellowship program offers a blueprint for meeting the ongoing representation crisis. Every year, we recruit, train, and mentor talented lawyers and exceptional college graduates and deploy them with legal services providers and community-based organizations to assist low-income immigrants. IJC's goal is to substantially close the gap in representation for immigrants and believe an infusion of IJC Fellows can make a transformational difference.

THE OPPORTUNITY

Immigrant Justice Corps (IJC) seeks a dynamic and experienced attorney to manage and lead the New York Training & Legal Technical Assistance (TLTA) services under the direction of the TLTA Director. This role is central to the development and delivery of legal training, litigation support, and technical assistance for IJC Fellows and legal service providers across New York.

The Managing Attorney will oversee the creation of subject-specific and New York practice playbooks, litigation support materials, and substantive immigration law trainings. They will also manage case rounds, legal technical assistance office hours, and other TLTA initiatives, while ensuring quality assurance in TLTA delivery across the state.

Please note: This position is funded through a city contract with an initial term of one year. Renewal is contingent upon continued funding and organizational need.

CORE RESPONSIBILITIES

Management of MOIA Legal Service Center Contract

- Lead bi-weekly Moot Court Corner sessions, including review of affidavits, applications, and mock interviews/hearings (USCIS, EOIR, Family Court).
- Design and Deliver Train-the-Trainer workshops to build capacity among legal service providers to develop scalability to meet to urgent demands and changes in policy
- Curate and publish a bi-weekly Immigration Updates Newsletter: collect, explain, illustrate, and provide critical information regarding changes to law and policy with critical legal and policy developments in New York.
- Oversee Ethics Hotline, ensuring timely (48-hour) responses to redacted inquiries.
- Develop and lead Pro Bono Practicums to address urgent legal service gaps, including trial skills and SIJS.

TLTA Staff Supervision & Program Objectives

- Supervise the TLTA NYIFUP Senior Supervising Attorney and the TLTA Supervising Accredited Representative.
- Oversee the development and delivery of legal playbooks and monthly IJC legal trainings.
- Manage legal technical assistance and legal training services delivered to NY State Fellows.
- Collaborate with the Fellowship Department to develop content for Fellowship Office Hours.
- Support monthly, quarterly, and other contract and/or organizational reporting requirements.

QUALIFICATIONS

- Admission to the New York Bar is required.
- Minimum of 7 years of immigration law practice, including at least 3 years in a supervisory role.
- Strong familiarity with New York immigration practice.
- Fluency in Spanish is strongly preferred.
- Demonstrated commitment to IJC's mission of expanding access to high-quality legal counsel for immigrants.
- Experience across a broad range of immigration matters, including removal defense and child representation.
- Proven ability to deliver legal training and technical assistance.
- Excellent writing, analytical, and organizational skills.
- Proficiency in Microsoft Office Suite, Docketwise (or similar CMS), SharePoint, Zoom, and other productivity tools.
- Strong interpersonal skills and ability to work effectively across diverse communities.

COMPENSATION AND BENEFITS

This position offers a fixed starting salary of \$115,000 based on our standardized pay scale. Excellent benefits package including:

- 401(k) retirement plan
- Medical, dental and vision insurance
 - Flexible Spending Account (FSA)
- Paid time off

DIVERSITY AND INCLUSION MISSION STATEMENT

IJC is committed to protecting the human rights of immigrants by increasing the quality and quantity of legal representation. We embrace justice, equity, diversity, and inclusion as core values and are dedicated to:

1. Ensuring our team reflects a broad range of human experiences.
2. Fostering a respectful and supportive work environment.
3. Promoting the dignity and well-being of all staff and Fellows.

HOW TO APPLY

Please email your resume and a personalized cover letter answering the question:

“What excites you about Immigrant Justice Corps and this opportunity?”

to Opsteam@justicecorps.org with the subject line: **TLTA Managing Attorney**.

Applications will be reviewed on a rolling basis and will be handled with confidentiality.

EEO STATEMENT

Immigrant Justice Corps is an equal opportunity employer. We do not discriminate based on race, color, national origin, ethnicity, sex, disability, religion, age, veteran or military status, genetic information, gender identity, or sexual orientation, in accordance with applicable federal and state laws.