



Location: New York, NY

Salary: \$115,000-\$120,000

## **NYIFUP 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 detained removal defense practitioner with demonstrated field credibility to run the NYIFUP Upstate Coordinator Project along with providing legal training, substantive guidance, and professional mentorship for NY Fellows focused on detention work. This position requires quarterly and annual NYIFUP legal training; management of referrals from NYIFUP providers and the ONA hotline; coordination across providers while elevating trends and best practices for capacity building impact; and all associated contractual program reporting requirements. The NYIFUP Managing Attorney will also play a key role in developing detained removal defense technical support and expansion of universal representation for immigrant New Yorkers in partnership with IJC's NY Host Organizations. This role will also work with the Training and Legal Technical Assistance team in planning, coordinating, and providing legal support for all Fellows and participate in the recruitment and selection process for Fellows and Host Organizations.

Core responsibilities include:

- Lead and coordinate the NYIFUP Upstate Coordinator Project:
  - Create connections with detained removal defense representation organizations

- Manage NYIFUP program reporting processes
- Provide legal training and substantive technical assistance to NYIFUP providers
- Manage referrals from the ONA hotline
- Represent IJC in statewide and national detained representation working groups
- Provides supervision, mentorship, and professional guidance to Fellows as needed, particularly where gaps in host organization supervision are identified.
- Hold regular case rounds/office hours for Fellows to workshop difficult detained case issues and make referrals to partners/host orgs/experts where needed.
- Coordinate development of materials/content and present trainings for IJC during Fall training, conferences and monthly meetings. Stay informed of recent caselaw developments as it relates to detained removal defense.
- Develop, maintain, and consistently update legal resources and templates in a resource bank available to Fellows, including samples, unpublished written decisions fellows have received, etc.
- Collaborate with the TLTA team to maintain a system for collecting templates, samples, and unpublished decisions from Fellows and Alumni.
- Draft and circulate legal analysis on key immigration law decisions for TLTA and all Fellows in the biweekly briefings and TLTA teach back programming.
- Participate in process to recruit/select/match Fellows and Host Organizations.
- Attend legal conferences and practice group meetings on behalf of IJC and perform site visits for the ONA contract.
- Liaise with relevant stakeholders to elevate and advance representation issues identified; engage in coalition efforts to promote universal representation.

## POSITION REQUIREMENTS

- **J.D. with admission to any U.S. State bar required, New York preferred.**
- **Significant experience in detained removal defense, including litigation practice in immigration court, is required.**
- Tech-savvy with strong project organization skills, including effective use of Microsoft Office Suite, Google Workspace, SharePoint, and virtual training platforms such as Zoom and Zoom Events
- Proficiency with immigration law research tools and databases relevant to detained removal defense.
- Strong legal drafting skills, including development and use of training materials, legal advisories, and templates.
- Experience managing shared legal resource repositories, including document organization, version control, and standardization.
- Ability to use program tracking and reporting tools to support contract deliverables and grant reporting requirements.

This role requires substantive, **field-based** expertise directly connected to detained removal defense and the NYIFUP Upstate coordination function.

The successful candidate will demonstrate:

### **Detention-Defense Subject Matter Expertise**

- Effective ability to recognize patterns, trends, and practices related to legal policy changes, judicial decision-making impacting detained immigrants, their legal remedies, and their legal representatives.
- Strong analytical skills related to interior enforcement and detention practices.

#### **Field-Based Relationships & Coalition Engagement**

- Established relationships with detention-based representation providers and practitioners, particularly within New York State.
- Active connectivity to relevant policy, advocacy, and/or law reform coalitions at the state and/or national level.
- Credibility and trust within detention provider communities, enabling effective coordination, technical support, and capacity-building.

#### **Legal Training & Technical Assistance Capacity**

- Strong, demonstrated experience designing and delivering immigration law trainings related to detained removal defense.
- Ability to provide substantive legal technical assistance to fellows and providers, including case consultation, issue-spotting, and strategic guidance.
- Experience translating complex legal developments into practical guidance for practitioners.

#### **Programmatic & Coordination Acumen**

- Proven ability to coordinate across multiple organizations and stakeholders to support statewide initiatives.
- Experience supporting or managing program deliverables related to training, referrals, reporting, or funder requirements.
- Ability to integrate field-based insights into program planning, resource development, and continuous improvement.

**COMPENSATION:** The salary range for this position is \$115,000–\$120,000, based on IJC's internal equity structure and the candidate's relevant experience and qualifications. This posting complies with New York State's Pay Transparency Law.

**BENEFITS:** IJC offers an excellent benefits package, including 401(k), dental and vision insurance, paid time off, and a flexible spending account.

#### **DIVERSITY AND INCLUSION MISSION STATEMENT**

IJC is committed to protecting the human rights of immigrants by increasing the quality and quantity of representation. In fulfilling its mission, IJC is committed to fostering diversity at all levels of the organization. We are dedicated to building a strong professional relationship with each of our staff and Fellows, to understanding their diverse circumstances, and to meeting their needs. In striving always to achieve those goals, IJC embraces justice, equity, diversity, and inclusion as core values and is steadfast in our commitment to: (1) ensuring that IJC management and staff members represent a broad range of human difference and experience; (2) providing a work climate that is respectful and that supports

success; and (3) promoting the dignity and well-being of all staff and Fellows. IJC's leadership is responsible for ensuring excellence, diversity, and inclusion.

## **HOW TO APPLY**

**Please email [opsteam@justicecorps.org](mailto:opsteam@justicecorps.org) with the subject line "NYIFUP Managing Attorney".**

Include your resume and personalized cover letter that answers the question "What excites you about Immigrant Justice Corps and the NYIFUP Managing Attorney opportunity?" Applications will be considered on a rolling basis and handled with confidentiality.

## **EEO STATEMENT**

*Immigrant Justice Corps is an equal opportunity employer and does not discriminate based on race, color, national origin, ethnicity, sex, disability, religion, age, veteran or military status, genetic information, gender identity, or sexual orientation as required by Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act of 1990, and other applicable federal and state statutes and organizational policies.*