



JOB ANNOUNCEMENT

IMMIGRATION - SUPERVISING ATTORNEY

Catholic Migration Services (“CMS”), a nonprofit provider of legal services for low and moderate income residents of Queens and Brooklyn, is seeking a full-time supervising attorney for our immigration department.

The supervising attorney will supervise a team of four to six immigration staff attorneys as well as manage a caseload and counsel and represent individuals in Immigration Court, before the United States Citizenship and Immigration Services, and in Family Court in guardianship and custody hearings. The supervising attorney will also help to staff special outreach events and community-based legal clinics in Brooklyn and Queens. The supervising attorney will report to the Managing Attorney of the immigration department.

Essential Duties and Responsibilities:

- Supervise 4-6 immigration staff attorneys, including bi-weekly case review meetings and intake review meetings;
- Train immigration staff attorneys and assist with their professional development;
- Provide representation and legal advice to clients in removal proceedings;
- Represent immigration clients on a variety of immigration issues in front of USCIS and Family court;
- Track client cases and progress of applications;
- Report on outcomes and demographic information for grants; and
- Assist in outreach and educational events.

Qualifications:

- Admission to the New York State Bar;
- 5-7 years of previous experience practicing in Immigration Law is required;
- Demonstrated commitment to public interest work;
- Excellent written, oral and analytical skills;
- Fluency in Spanish language;
- Excellent organizational skills;
- Basic computer skills; and
- Demonstrated ability to take initiative and work independently.

CMS is an Equal Opportunity Employer and we welcome candidates from diverse backgrounds. Salary is commensurate with experience. CMS offers a competitive benefits package that includes a pension plan.

Application Instructions:

Applications will be accepted immediately and will be considered on a rolling basis. Interested applicants should send a cover letter, resume, list of three professional references and two writing samples to: Sharone Kaufman, Managing Attorney at Skaufman@catholicmigration.org. Please include "Supervising Attorney Application" in the subject line.