

## **JOB ANNOUNCEMENT**

### **MANAGING ATTORNEY – EMPLOYMENT UNIT**

Catholic Migration Services (“CMS”) provides high quality free legal services, tenant organizing, community education, and advocacy for low-income immigrants residing in Brooklyn and Queens, regardless of race, religion, ethnicity, national origin, or immigration status. CMS is committed to “welcoming the stranger in our midst” by serving and working alongside underserved immigrant communities to advance equality and social justice. CMS’ three program areas are tenant advocacy, employment and immigration. CMS is an affiliated agency of Catholic Charities Brooklyn and Queens.

The Employment Unit works towards strengthening the enforcement of workers’ rights through affirmative litigation, policy reforms, individual representation, and community education in collaboration with workers’ centers and community-based organizations citywide. The Employment Unit provides advice and representation to hundreds of low wage and immigrant workers each year facing a range of workplace related problems.

#### **POSITION:**

The Managing Attorney oversees all work done by the Employment Unit to ensure that the work carries out the CMS mission, is high quality, and meets contractual obligations to CMS’ funders. The Managing Attorney will work with the Director of Legal Services to carry out and further develop the vision of the Employment unit. CMS’ non-supervisory staff are represented by UAW Local 2325 – the Association of Legal Aid Attorneys. The Managing Attorney will be based in our Queens office and report to the Director of Legal Services.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Develop vision for the Employment Unit in consultation with the Director of Legal Services, Deputy Director, and staff members;
- Directly supervise Employment team members. Schedule regular support meetings, develop staff work plans, and provide feedback on performance on an ongoing basis;
- Represent CMS in coalitions, before government and other funders, and before elected officials whenever program input is expected;
- Manage grant compliance and reporting, ensuring deliverables are being met for all government/private funders, and provide assistance in report writing as needed;
- Work collaboratively with other CMS managers and the Director of Legal Services to manage CMS and facilitate the provision of services in a holistic manner across all of CMS’ programs and worksites;
- Represent clients in employment related legal proceedings including before administrative agencies, trial courts, and appellate courts;

- Identify professional development opportunities for staff, develop in-house trainings, and mentor staff members;
- Maintain organized and up-to-date files and database of caseload;
- Assist in planning and implementation of strategic projects related to legal services; and
- Assist in the daily operation of the office.

## **REQUIREMENTS**

- J.D. from an accredited law school;
- Admission to the New York State Bar and current status of good standing;
- Admission to EDNY and SDNY, or ability to become admitted without delay;
- Minimum of seven years of employment legal experience, with prior supervisory experience preferred;
- Excellent writing, communication and analytical skills;
- Computer proficiency, including Microsoft Office;
- Competency in one or more foreign languages is preferred;
- Demonstrated ability to take initiative and work independently, as well as to work collaboratively with a team; and
- Ability and experience working with staff and clients from diverse backgrounds and communities.

## **SALARY & BENEFITS:**

The salary range for a Managing Attorney with seven to twelve years of direct relevant experience is \$107,758.24 and \$122,664.36. CMS offers a very competitive benefits package that includes medical, dental and vision insurance coverage, transit benefits, Flexible Spending Account (FSA) and a 403(b) retirement plan including employer contribution. We offer generous leave policies, including four weeks paid vacation in the first year of employment, four paid personal days, fourteen paid holidays and the week off between Christmas and New Year's Days, inclusive.

## **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: Magdalena Barbosa, Director of Legal Services at [mbarbosa@catholicmigration.org](mailto:mbarbosa@catholicmigration.org). Please include "Managing Attorney Application" in the subject line.

## **DIVERSITY AND NON-DISCRIMINATION POLICY:**

Catholic Migration Services values workplace diversity and welcomes applicants and employees of all backgrounds. Catholic Migration Services makes all employment decisions without regard to any applicant's or employee's protected characteristics, including their race, religion, color,

national origin, immigration status, age, disability, sexual orientation, gender identity, arrest conviction record, or marital status.