



PROMOTING JUSTICE AND COMPASSION

JOB ANNOUNCEMENT: STAFF ATTORNEY, PRO SE PLUS PROJECT

Catholic Migration Services (“CMS”), an affiliated agency of Catholic Charities Brooklyn and Queens (“CCBQ”), provides high quality free legal services, community education, and advocacy for low-income immigrants residing in Brooklyn and Queens, regardless of race, religion, ethnicity, national origin, or immigration status. CMS assists individuals with their immigration, housing, and employment legal needs. CMS is committed to “welcoming the stranger in our midst” by serving and working alongside underserved immigrant communities to advance equality and social justice in an ever-changing landscape.

The Attorney will work out of our downtown Brooklyn and Sunnyside, Queens offices with our *Pro Se Plus Project (PSPP)*, a collaborative of several non-profit legal service providers that was developed to respond to the needs of newly arrived migrants from the southern border. PSPP provides community legal orientations, trainings for advocates, legal screenings, and pro se assistance with various immigration applications, both on a rolling basis and through scalable clinics and workshops. The PSPP attorney will prioritize working with people referred by CCBQ and will be required to travel to locations in Brooklyn and Queens where CCBQ provides services to immigrants. This is a unique opportunity for someone passionate about immigrant rights, energized to empower immigrant communities, and eager to participate in the development of an innovative project.

Essential Duties and Responsibilities:

- Conduct screenings, intake, and information collection regarding eligibility for immigration benefits, including at CCBQ locations in Brooklyn and Queens and provide legal advice;
- Provide pro se legal assistance, including preparation of a variety of immigration applications and motions (changes of venue, motions to rescind, appeals, applications for asylum, etc.) as well as preparation for hearings and interviews, ICE check-ins, evidence packets, declarations, etc.;
- Provide legal advice on screenings conducted by PSPP paralegals and review and sign off on applications prepared by PSPP paralegals;
- Train, onboard, and supervise PSPP volunteers to conduct screenings and provide pro se application assistance; review filings and services provided by these volunteers;
- Participate in PSPP meetings with CCBQ and other members of the collaborative;

- Participate in developing and implementing the PSPP initiative in collaboration with our partners, African Communities Together, Central American Legal Assistance, UnLocal, New York Legal Assistance Group, MASA, and Venezuelans and Immigrants Aid, Inc.;
- Plan, develop, and conduct community legal orientations, volunteer trainings, and clinics;
- Participate in on-site and virtual PSPP events, which will sometimes be held on evenings and weekends, such as legal clinics, educational events, or workshops; and
- Maintain a small caseload, including:
 - representation of clients in removal proceedings before the Executive Office for Immigration Review seeking all types of relief, including but not limited to: Asylum, Cancellation of Removal, 212(c), and Special Immigrant Juvenile Status;
 - representation of clients on affirmative applications before the United States Citizenship and Immigration Services, and in guardianship and custody hearings in New York State Family Court;
 - representation of clients before federal appellate bodies and district courts with supervisor approval;
- Maintain client files and regularly update case information in CMS' case management database;
- Provide required information for internal and external reporting;
- Assume other duties as assigned, particularly in response to changing legal needs.

Qualifications:

- Required
 - JD from an accredited law school;
 - Admission to New York State Bar;
 - Written and oral fluency in a 2nd language; Spanish or Haitian-Creole, preferred;
 - Two to five years of immigration law experience;
 - Experience working with immigrants from diverse backgrounds and communities, including those who have experienced trauma;
 - Demonstrated ability to take initiative and work independently or as part of a team;
 - Strong, clear, and effective communication skills;
 - Excellent organizational and time management skills;
 - Commitment to advocating for immigrant clients in an empowering way;
 - Excellent computer skills;
 - Ability to travel throughout the five boroughs.

Diversity and Non-Discrimination Policy:

Catholic Migration Services values workplace diversity and welcomes applicants and employees of all backgrounds. CMS strives to create a positive, supportive, and inclusive work environment for all staff. CMS 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.

Salary and Benefits:

Salary is on a union scale based on years of experience. The salary range for an immigration attorney with two to five years of experience is \$79,393.12 to \$87,880.62. 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, four paid personal days, fourteen paid holidays and the week off between Christmas and New Year's Days, inclusive.

Union Representation:

This is a bargaining unit position represented for collective bargaining purposes by the Association of Legal Aid Attorneys, UAW, Local 2325.

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 two professional references and a writing sample to: Raluca Oncioiu, Managing Attorney at roncioiu@catholicmigration.org. Please include "PSPP Attorney" in the subject line.