JOB ANNOUNCEMENT
ASSOCIATE SUPERVISING ATTORNEY – REMOVAL DEFENSE PROJECT

Catholic Migration Services ("CMS") provides high quality free immigration, employment, and housing legal services, community education, and advocacy for low-income immigrants residing in Brooklyn and Queens. 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.

POSITION:
CMS' Immigration Unit seeks a full-time, highly motivated, experienced, and passionate immigration attorney to serve as Associate Supervising Attorney for our Removal Defense Project (RDP), reporting to the RDP Supervising Attorney. The Associate Supervising Attorney will supervise a team of paralegals that provides assistance to RDP attorneys in a wide range of immigration-related proceedings from non-detained removal proceedings to affirmative applications, and conducts legal screenings. The Associate Supervising Attorney will assist as needed with internal/external reporting, as well as trainings and community presentations. The Associate Supervising Attorney will also provide consultations and legal advice, and maintain a caseload that allows for supervisory responsibilities. The Associate Supervising Attorney will be based in our Brooklyn office but will be expected to periodically work out of the Queens office and may supervise staff located at both offices.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Directly supervise RDP paralegals and, if needed junior RDP attorneys.
- Schedule regular support meetings, develop staff work plans, monitor compliance with office protocols and provide feedback on performance and caseloads on an ongoing basis.
- Supervise clinical and/or other intern recruitment and assignments.
- Represent clients in immigration legal proceedings, including affirmative filings and removal proceedings, appeals and motions before the Board of Immigration Appeals and related federal litigation matters, and New York State family courts;
- Maintain organized and up-to-date physical and electronic client files in accordance with office procedures;
- Assist in planning and implementing strategic projects related to immigration legal services;
- Develop and provide trainings and presentations on various immigration topics;
- Assist with internal and external reporting, as needed, and;
- Work on additional projects, as assigned.

REQUIREMENTS

- J.D. from an accredited law school;
- Fluency in second language preferred;
- Admission to the bar of any state, New York State Bar preferred;
- Four to ten years of immigration legal experience;
- Supervisory experience in a legal setting preferred;
- Excellent writing, communication and analytical skills;
- 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 and survivors of trauma.

SALARY AND BENEFITS:

The current salary range for an attorney with four to ten years of experience is $97,998.79 to $120,061.24. CMS offers a 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 twenty days paid vacation, four paid personal days, twelve sick days, fourteen paid holidays and the week between Christmas and New Year's Day off, inclusive.

APPLICATION INSTRUCTIONS:

Interested applicants should send a cover letter, resume, list of three professional references and a writing sample to: Raluca Oncioiu, Managing Attorney, at roncioiu@catholicmigration.org. Please include "RDP Associate Supervising Attorney Application" in the subject line. CMS is an Equal Opportunity Employer and we welcome candidates from diverse backgrounds.