CATHOLIC MIGRATION SERVICES

JOB ANNOUNCEMENT
STAFF ATTORNEY – IMMIGRATION

Catholic Migration Services ("CMS"), an affiliated agency of Catholic Charities Brooklyn and Queens, 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 Removal Defense Project of the CMS Immigration Unit seeks a full-time, highly motivated, and passionate immigration attorney to join our dynamic team. The attorney will counsel and represent individuals before the Executive Office for Immigration Review, the United States Citizenship and Immigration Services, and in Family Court (for guardianship and custody hearings connected to our clients' immigration cases). The attorney will also participate in community presentations and legal clinics. This position will be based in our downtown Brooklyn office and require periodic work in our Sunnyside, Queens office.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide representation and legal advice to 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, Adjustment of Status and Special Immigrant Juvenile Status;
- Represent clients on affirmative applications before the United States Citizenship and Immigration Services, and in guardianship and custody hearings in New York State Family Court;
- Represent 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 grants and contract reporting;
- Assist in developing and delivering community presentations;
- Participate in legal clinics;
- Assist in the supervision of interns, volunteers and fellows; and
- Participate in CMS staff meetings and case reviews.

QUALIFICATIONS:

- Admission to the New York State Bar;
- Two to five years of experience practicing immigration law;
- Demonstrated commitment to public interest work;
- Excellent written, oral and analytical skills;
- Competency in one or more foreign languages commonly spoken in New York City preferred;
- Excellent organizational skills;

- Demonstrated ability to take initiative and work independently as well as collaboratively in a team setting;
- Experience working with clients from diverse backgrounds and communities; and
- Commitment to advocating for immigrant clients in a respectful and empowering way.

DIVERSITY AND NON-DISCRIMINATION POLICY

CMS 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 protected characteristics, including their race, religion, color, national origin, immigration status, age, disability sexual orientation, gender identity, arrest or conviction record or marital status.

SALARY AND BENEFITS

Salary is based on a union scale. The salary range for an attorney with two to five years of experience is $86.740.09 to $96,135.93. 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 Advocates and 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 three professional references and a legal writing sample to Raluca Oncioiu, Managing Attorney, at roncioiu@catholicmigration.org. Please include "RDP Attorney Application" in the subject line.