

# **CATHOLIC MIGRATION SERVICES IS ACCEPTING APPLICATIONS FOR IMMIGRATION STAFF ATTORNEY**

## **STAFF ATTORNEY –REMOVAL DEFENSE PROJECT**

Catholic Migration Services seeks a highly motivated attorney for a full-time position within CMS' immigration department.

CMS is a not-for-profit organization that provides free or low cost legal services to low-income Brooklyn and Queens residents in immigration, housing, and employment matters. The staff attorney will counsel and represent individuals in Immigration Court, and before the United States Citizenship and Immigration Services. The staff attorney will also represent individuals in Family Court in guardianship and custody hearings to obtain a Special Findings Order. The attorney will help to staff special outreach events and community-based legal clinics in Brooklyn and Queens.

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

- Provide representation and legal advice to clients in removal proceedings;
- Prepare legal documents such as memos, motions, and appeals;
- Represent immigration clients on a variety of immigration issues in front of USCIS and Family court;
- Prepare affirmative applications;
- 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 or pending admission
- Demonstrated commitment to public interest work;
- Excellent written, oral and analytical skills;
- Fluency in Spanish language;
- Prior experience in Immigration Law is required (Internships, employment or law school clinical courses focused on Immigration Law qualify);
- Excellent organizational skills;
- Basic computer skills; and
- Demonstrated ability to take initiative and work independently.

Preferred candidates will have at least one year experience in immigration legal practice including removal proceedings.

**Catholic Migration Services is an equal opportunity, affirmative action employer.**

**SALARY:** Commensurate with experience

**LANGUAGE(S):** fluent in Spanish

### **APPLICATION INSTRUCTIONS:**

Applications will be accepted immediately and will be considered on a rolling basis. Interested applicants should send a resume, unofficial law school transcript (for applicants less than 2 years of admission to practice law), list of three professional references and writing samples to: Sharone Kaufman, **[Skaufman@catholicmigration.org](mailto:Skaufman@catholicmigration.org)**.