



JOB ANNOUNCEMENT STAFF ATTORNEY – IMMIGRATION

ABOUT CATHOLIC MIGRATION SERVICES:

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.

POSITION:

The Removal Defense Project of the CMS Immigration Unit seeks a full-time, highly motivated, experienced, and passionate immigration attorney to join our dynamic team. The attorney will counsel and represent individuals before the Executive Office for Immigration Review and before the United States Citizenship and Immigration Services. The attorney will also represent individuals in Family Court in guardianship and custody hearings connected to our clients’ immigration cases and assist with special outreach events and community-based legal clinics in Brooklyn and Queens. The attorney will report to the Supervising Attorney of the Removal Defense Project. This full-time position may be based in our Queens office and require periodic work in our Brooklyn office; the attorney may be required to travel to other locations within the City periodically.

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, 212(c), 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;
- Participate in CMS staff meeting and case reviews;

- Attend USCIS and EOIR stakeholder meetings and local practitioner working group meeting as required;
- Provide required information for grants and contract reporting;
- Assist in developing and delivering informational presentations to partner community based organizations and parishes in Brooklyn and Queens;
- Assist in the supervision of interns, volunteers and fellows; and
- Assume other duties as assigned.

QUALIFICATIONS¹:

- Admission to the New York State Bar;
- Two to five years’ experience practicing Immigration Law as an attorney or equivalent experience;
- 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:

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

CMS offers a very competitive salary and 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.

¹ CMS is a recipient of a New York City contract and as a result all staff interacting with the public must be fully vaccinated against COVID-19

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 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.