

## **JOB ANNOUNCEMENT**

### **ASSOCIATE SUPERVISING ATTORNEY, IMMIGRATION UNIT**

**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 Associate Supervising Attorney will report to the Supervising Attorney of the Removal Defense Program (RDP) and will manage the Pro Se Plus Project (PSPP), a collaborative initiative of several non-profit legal service providers that was developed to respond to the needs of newly arrived migrants from the southern border. The Associate Supervising Attorney will continue to develop and supervise PSPP, manage the provision of community legal orientations, trainings for advocates, legal screenings, and pro se assistance with various immigration applications, both on a rolling basis and through clinics and workshops; and will maintain a caseload that allows for PSPP supervisory responsibilities. 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:**

- Participate in developing and implementing the PSPP initiative in collaboration with the Managing Attorney of the Immigration Unit and the RDP Supervising Attorney, as well as our partners, African Communities Together, Central American Legal Assistance, UnLocal, New York Legal Assistance Group, MASA, and Venezuelans and Immigrants Aid, Inc.;
- Train, onboard, and supervise our dynamic PSPP team;
- Train, onboard and supervise volunteers to conduct screenings and provide pro se application assistance;
- Devise innovative strategies to better serve community members who proceed pro se in immigration matters;
- Conduct screenings for eligibility for immigration benefits, providing legal advice and information;
- Prepare a variety of immigration applications and motions, on a pro se basis, including changes of address, motions to change venue, applications for asylum and work permits, etc.;

- Organize and lead regular meetings of our dynamic PSPP team, develop staff work plans, monitor compliance with PSPP deliverables and office protocols, and provide feedback on performance and caseloads of supervisees;
- Lead on-site and virtual PSPP events, which will sometimes be held on evenings and weekends, such as legal clinics, educational events, or workshops;
- Participate in PSPP meetings with other members of the collaborative as well as funders; 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; and
- Assume other duties as assigned.

**Qualifications:**

- Required
  - JD from an accredited law school;
  - Admission to the bar of any state (NYS preferred);
  - Written and oral fluency in a 2<sup>nd</sup> language requires; Spanish preferred;
  - Minimum of four years' experience practicing Immigration Law as an attorney;
  - 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; and

- 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 four to seven years of experience is \$84,475.03 to \$94,061.28. 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.

**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](mailto:roncioiu@catholicmigration.org). Please include "PSPP Associate Supervising Attorney" in the subject line.