

My Sisters' Place
Job Announcement

Job Title: Managing Attorney, Immigrant Rights Practice
Job Classification: Full Time Exempt
Department: Legal
Position Reports To: Managing Director, Center for Legal Services

Organization Mission:

My Sisters' Place (MSP) is a not-for-profit 501(c)(3) organization that has been providing support to victims of domestic violence and human trafficking throughout Westchester County, NY since 1978. MSP has evolved from a small, grassroots organization into a holistic agency touching the lives of more than 10,000 individuals each year. We provide a continuum of free services including: a 24-hour hotline, emergency residential shelter, adult counseling, legal services, children's services, and an extensive community education and training outreach program. MSP's Center for Legal Services directly represents survivors of domestic violence and human trafficking in family law and immigration matters, and increases our capacity to serve survivors by supervising pro bono attorneys from area law firms and corporations.

Description and Responsibilities:

The Immigrant Rights Practice provides legal representation and advocacy to noncitizen survivors of domestic violence and human trafficking before Citizenship and Immigration Services (CIS) and New York Immigration Court on a variety of legal matters including but not limited to: Violence Against Women Act Self Petitions, Battered Spouse Waivers, Adjustment of Status Applications, U visas, T visas, SIJS, asylum, Cancellation of Removal, inadmissibility waivers and criminal conviction vacatur. Under the supervision of the CLS Managing Director, the Managing Attorney will represent individual clients, supervise the immigration staff's caseload, manage grants and manage the practice's staff. CLS serves MSP's clients in a holistic way by coordinating services with other programs, providing a high standard of practice and empowering clients. CLS also serves as a leader in working for greater access to justice for immigrants by advocating for policies, laws and training at the court, local, state and federal levels that are responsive to immigrant survivors' concerns.

Duties

- Provide legal representation and advocacy to survivors of domestic violence and human trafficking in immigration law matters, including all aspects of preparing VAWA Self-Petitions, Battered Spouse Waivers, Adjustment of Status Applications, Asylum applications, VAWA Cancellation of Removal and other removal defense strategies, SIJS, U visas, and T visas;
- Oversee intake and assessment of potential clients;
- Track and collect statistical information for grant reports and compile and draft grant reports for funder(s);
- Participate in committees and working groups addressing the rights of immigrant survivors;
- Supervise immigrant rights practice staff, ensuring that they are serving clients in a trauma-informed manner, employing best practices and managing their caseloads effectively;
- Conduct trainings and presentations internally and externally
- Collaborate regularly with Managing Attorneys of the Family Law Practice and Pro Bono Project for joint clients, pro bono clinics, and attorney training;
- Collaborate with MSP's trafficking, counseling and shelter programs;
- Other projects as assigned by the CLS Managing Director.

MSP general requirements:

- Support our philosophy and guiding principles
- Participate in agency-wide and community events, initiatives and committees to help strengthen our organizational goals
- Work collaboratively across departments
- Participate in on-going education and training opportunities
- Ability to collaborate with people and synthesize diverse sets of institutional perspectives
- Ability to maintain a professional demeanor in all situations and be able to withhold confidential agency information

Qualifications

- J.D. Law Degree, admission to New York State Bar
- A minimum of five to eight years of relevant immigration law experience related to domestic violence and human trafficking
- A minimum of three years supervisory experience
- Experience working with diverse communities
- Commitment to serving the public interest with high standards of legal practice in a manner that is client-centered
- Fluency or proficiency in Spanish preferred
- Excellent written, oral communication, and public speaking skills
- Proficiency with word processing, spreadsheets and case management database programs
- Excellent organizational, time management and record keeping skills, including the ability to work independently, assess priorities, take initiative, handle multiple assignments and meet deadlines
- Excellent interpersonal skills, including the ability to work collaboratively and to interact with management and program staff and build strong client relationships
- Experience with federal grants a plus

Salary

- The salary is commensurate with experience. Employment includes a generous benefits package.

Application Instructions:

NO PHONE CALLS PLEASE. Please submit a cover letter, resume, writing sample and the names and contact information of three references via email to jfriedman@mspnny.org. Please indicate in the subject line "Managing Attorney."

Application Deadline:

Applications should be submitted as soon as possible and offers will be made on a rolling basis as position must be filled as soon as possible.

MSP values you, your growth and your contributions. MSP believes that an effective, broad-based movement for social transformation must be rooted in anti-racist principles as we work towards a more just and equitable society.

My Sisters' Place policy prohibits discrimination due to race, color, age, religion, sex, sexual orientation, gender identity, disability, and national origin in employment and delivery of services.