

Notice of Job Opening

Deputy Director, Family and Immigration Unit, Bronx Legal Services

Bronx Legal Services seeks a full-time deputy director of the Family and Immigration Unit. Bronx Legal Services, the Bronx office of Legal Services NYC, fights poverty and seeks racial, social, and economic justice for low-income New Yorkers. Bronx Legal Services advises and represents Bronx residents in family and immigration, housing, foreclosure, education, public benefits, disability, unemployment, consumer law, tax, and community economic development matters.

The Family and Immigration Unit of Bronx Legal Services represents people in Family and Supreme Court in matters involving custody/visitation, child/spousal support, orders of protection, and divorce, and handles requests for U and T nonimmigrant status, VAWA self-petitions, battered spouse waivers, asylum, Special Immigrant Juvenile Status, permanent residency, citizenship, family-based petitions, and consular processing. The unit also conducts trainings in family and immigration law for community members and advocates throughout the Bronx and facilitates the [Bronx Immigration Partnership](#) and the [Bronx Domestic Violence Roundtable](#).

The deputy director will supervise three attorneys and two paralegals in the Family and Immigration Unit, will be supervised by the Unit's director, and will work closely with the office's Social Work Unit. The deputy director will also advise and represent crime victims and survivors in matrimonial, custody/visitation, family offense, and child/spousal support proceedings in Family and Supreme Court and may handle a small caseload of affirmative immigration matters (U/T visas, VAWA self-petitions, and Battered Spouse Waivers).

Responsibilities:

The Deputy Director's responsibilities will include:

- Advising and representing crime victims and survivors in matrimonial, custody/visitation, family offense matters, and child/spousal support proceedings in Family Courts in New York City, with a small caseload of affirmative immigration matters (U/T visas, VAWA self-petitions, and Battered Spouse Waivers)
- Supervising Family and Immigration Unit attorneys on their family and matrimonial matters
- Collaborating with Family and Immigration Unit staff attorneys and paralegals on litigation matters and strategies
- Preparing grant reports
- Representing Bronx Legal Services at community events
- Collaborating with the city, state, and federal law enforcement agencies, other city, state, and federal government agencies and community-based organizations.

Requirements:

- 5-6 years of experience practicing family and matrimonial law preferred
- Supervision or managerial experience

- Demonstrated commitment to social justice and commitment to working with low-income clients
- Outstanding organizational, planning and time management skills
- Proficiency in Spanish, French, or another language in the communities we serve preferred
- Excellent interpersonal skills
- Outstanding communication, research, and writing skills
- Excellent computer skills
- Deep understanding of and ability to work well with people of diverse national, ethnic, cultural, religious, and socioeconomic backgrounds

The salary for the position is competitive and commensurate with experience. Excellent medical, pre-tax flexible benefits and retirement plans along with generous annual and sick leave.

To apply for the position, send your resume, cover letter, recent writing sample, and names of three (3) references to:

Sandra Sanchez
Assistant to Project Director
Bronx Legal Services
349 East 149th Street, 10th Floor
Bronx, New York 10451

All applications should be submitted via e-mail to ssanchez@lsnyc.org

The subject line should read: "Deputy Director, Family and Immigration Unit"
Only candidates selected for interviews will be contacted.

Please no telephone calls and no mailed applications.

Bronx Legal Services is an equal opportunity employer. People of color, women, people with disabilities, gay, lesbian, bisexual, transgender and gender non-conforming people, and people over the age of 40 are all welcome and encouraged to apply.

Bar Associations and other Organizations: Bronx Legal Services seeks and welcomes your recommendations for candidates who meet the foregoing qualifications and, in addition, request that you or your organization encourage such candidates to apply.

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