



## **JOB ANNOUNCEMENT**

### **Immigration Pro Bono Coordinating Attorney Pro Bono Services**

#### **Legal Services NYC**

Legal Services NYC (“LSNYC”) fights poverty and seeks racial, social, and economic justice for low income New Yorkers. For almost 50 years, we have challenged systemic injustice and helped clients meet basic needs for housing, income and economic security, family and immigration stability, education, and health care. LSNYC is the largest civil legal services provider in the country; our staff of more than 500 people in neighborhood-based offices and outreach sites across all five boroughs helps more than 100,000 New Yorkers annually. We partner with scores of community-based and client-run organizations, elected officials, public agencies, pro bono lawyers, and the courts to maximize our effectiveness. Our work fights discrimination and helps to achieve opportunity for all low income New Yorkers.

#### **LSNYC’s Pro Bono Program**

LSNYC’s pro bono program engages a range of private partners on behalf of thousands of low income New Yorkers across multiple practice areas. Managed by a Director and staffed by this position, another immigration attorney, a coordinating attorney, and a paralegal, the Pro Bono Services Department (“Department”) works with LSNYC staff and pro bono partners to create and manage pro bono projects, place cases, run clinics, train and mentor volunteers, access in-kind resources, and match individual volunteers with appropriate LSNYC offices. The Department also includes a bankruptcy project staffed by an attorney and a paralegal. LSNYC’s private partners include nearly 100 law firms and corporations, along with law schools, bar associations, and individual volunteers.

Immigration makes up more than half of our pro bono work, with a focus on asylum, U-visas, VAWA self petitions, battered spouse waivers, and naturalizations, among others. We conduct more than 50 pro bono immigration clinics each year. Collectively, our pro bono immigration initiatives serve more than one thousand low income New Yorkers. This work compliments a dozen other non-immigration pro bono initiatives focused on disability benefits, housing, education, family, and more. We operate a high-volume practice, with more than 1,000 pro bono cases annually at law firms, impacting more than 7,000 New Yorkers each year.

## Opportunity

This position will focus on pro bono representation of children who are facing removal and other immigration challenges, in addition to supporting our other pro bono immigration work. An early project will be working with the other immigration attorney in the unit to develop pro bono SIJS and defensive asylum training materials, along with intake systems and clinic models that effectively serve children facing removal. The Immigration Pro Bono Coordinating Attorney will also work with the pro bono team to expand and operate all of our pro bono immigration clinics, trainings, and case placements. The Immigration Pro Bono Coordinating Attorney will regularly train volunteers, mentor teams, develop and improve training materials, develop systems to ensure high quality legal support by pro bono volunteers, and work with the rest of the Pro Bono Department to develop relationships with law firms and corporations. The Immigration Pro Bono Coordinating Attorney will work closely with LSNYC's immigration units across the City to coordinate management of pro bono cases, expand pro bono immigration work, and develop new initiatives. The attorney will also work on a small docket of cases without pro bono involvement.

We are searching for an applicant who is innovative, highly organized and responsive, skilled at public speaking and leading teams, and a problem-solver with strong interpersonal skills.

Under the supervision of the Director of Pro Bono Services, the Immigration Pro Bono Coordinating Attorney's **duties will include:**

- Developing pro bono initiatives for children who are facing removal, in particular around SIJS and defensive asylum work
- Providing expert legal mentorship for pro bono attorneys, including reviewing drafts, discussing case strategy, and providing guidance on working with low income immigrant clients
- Directly representing a small number of immigration clients
- Setting up and administering frequent pro bono clinics at law firms
- Developing training materials, conducting regular trainings for pro bono attorneys and other volunteers, and creating training manuals
- Coordinating first and second-level screening of prospective clients
- Monitoring policy developments and alerting pro bono attorneys about important changes
- Drafting case descriptions to pitch to pro bono attorneys
- Creating and coordinating systems and databases to track a high volume of clients, coordinate volunteer work, and track case outcomes with support from other members of the pro bono team
- Researching and assisting with outreach to law firms and corporations
- Building a referral network with other organizations
- Assisting with evaluation of the program
- Participating in and assisting with pro bono events
- Researching relevant laws and regulations

**Applicants must have the following qualifications:**

- At least 3 years of experience as an immigration attorney focused on representing children in SIJS and removal cases, with experience across all five boroughs
- Experience and expertise in SIJS, removal defense, asylum, VAWA self-petitions, battered spouse waivers, U-visas, T-visas, adjustment of status, naturalizations, and more
- Track record of coordinating a high volume of clients and/or volunteers
- Demonstrated communication habits that are consistently prompt and highly responsive
- Collaborative orientation, and capacity to work in a team
- Highly self-motivated
- Commitment to a pro bono model of serving client needs
- Strong writing and analytical skills
- Demonstrated excellent organizational skills
- Excellent oral and written communication skills
- Demonstrated consistent ability to pay close attention to details
- Ability to work with people from a range of backgrounds – including low income clients, other LSNYC staff, and private attorneys from law firms and corporations
- Skilled presenter, with experience training attorneys on substantive legal issues

**Preferred qualifications**

- Experience doing pro bono as an attorney at a large law firm or corporation
- Experience working with a pro bono program at a nonprofit
- Spanish language proficiency
- Experience on civil rights matters
- Experience working with domestic violence and sexual assault programs

Salary and benefits determined by the LSNYC Collective Bargaining Agreement.

Interested applicants should e-mail a cover letter and resume to:

[Jobpostings@lsnyc.org](mailto:Jobpostings@lsnyc.org)

Type on Subject line: Immigration Pro Bono Coordinating Attorney, Pro Bono Services

LSNYC is an equal opportunity employer. People of color, women, people with disabilities, people over 40 and gay, lesbian, bisexual and transgender people are welcome and encouraged to apply

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