



IMMEDIATE JOB OPENING QUEENS LEGAL SERVICES SEEKS IMMIGRATION STAFF ATTORNEY

Queens Legal Services (QLS) seeks an immigration staff attorney to join our Immigration Advocacy Project (IAP) in our vibrant community-based civil legal advocacy organization in Queens.

About Us

Founded in 1967, QLS seeks equal access to justice for all low-income residents of Queens through a range of legal advocacy, education and community partnerships. We provide free legal counseling, representation and referrals in civil matters involving the essentials of life including housing, public and disability benefits, domestic violence prevention, consumer and homeowner protections, access to education and employment rights to eligible low-income individuals and families. We work with our clients and partners to identify and address root causes for systemic inequalities in Queens and throughout New York City. We provide immigration legal services from our Community Law Center (Center) in Jamaica and at the Queens Family Justice Center (QFJC) where we are the founding on-site community partner. We are part of a network of local programs that make up Legal Services NYC (LSNYC), the largest free civil legal services provider in the United States.

Responsibilities

The immigration staff attorney will represent Queens residents, and will provide advice and comprehensive services to them in a variety of affirmative and defensive immigration matters including naturalization, family-based petitions, asylum, removal defense, and domestic violence-based applications (including VAWA Self-Petitions, Battered Spouse Waivers and U Visas), trafficking (T Visas) applications, and Special Immigrant Juvenile Status (SIJS) cases. The attorney will also assist with outreach and education efforts, some of which may occur on nights and weekends, to ensure access to services for underserved immigrant communities in Queens.

The immigration staff attorney will be responsible for all aspects of a client's case, including client intake, client communication, research, preparing personal statements and immigration forms, writing briefs, drafting court motions and orders, advocacy with law enforcement and other agencies, and direct representation before the United States Citizenship and Immigration Service (USCIS), in family court (in matters involving guardianship for SIJS cases) and in immigration courts. The attorney will also be responsible for screening and providing advice and assistance to clients at the QFJC. The

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Nadia Gareeb, Project Director | Mark A. Robertson, Board Chair



attorney will also mentor, provide technical assistance, and training to pro bono attorneys in their representation of immigration clients placed with them by QLS.

The staff attorney will work closely with all of our practices and our in-house team of social workers to provide supportive, interdisciplinary wrap-around services to clients. The attorney will also prepare data reports as necessary.

Experience and Qualifications

We seek an attorney admitted to the New York State Bar with:

- At least 3 years of experience providing advice and representation to clients in immigration matters (preferred);
- Experience with humanitarian and family-based matters in both affirmative and defensive contexts;
- Familiarity with criminal immigration matters and experience representing clients in removal proceedings;
- Excellent analytical, research and writing skills;
- Strong interpersonal, communication and organizational skills;
- A demonstrated passion for social justice and a commitment to working with immigrant communities, communities of color and low-income communities to advance equity;
- A facility working with software technology and the entire MS Office suite;
- Experience with LegalServer or other case management systems (preferred); and
- Fluency or strong proficiency in Spanish, Mandarin, Cantonese, Bengali or Korean (preferred).

How to Apply

Applicants should **email** a cover letter, resume, three references and two recent writing samples to jobs@queenslegalservices.org. Please write “**Immigration Attorney**” in the subject line of the email. Only candidates selected for interviews will be contacted. No telephone calls please.

Salary is competitive and commensurate with experience (determined by the Collective Bargaining Agreement). Benefits include excellent health and dental insurance, an employer contribution to a pre-tax 403(b) pension plan, and generous leave time.

QLS is an equal opportunity employer. It is an organization committed to race, gender and economic justice in our work and within our workplace. Staff at QLS are members of the LSSA/NOLSW UAW Local 2320. People of color, women, people with disabilities, gay, lesbian, bisexual, and transgender people, and people over the age of 40 are welcome and encouraged to apply.

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