



My Sisters' Place Job Posting

Date: February 2020
Job Title: Associate Attorney, Immigration Practice
Department: Center for Legal Services
Job Classification: Regular Full-Time, Exempt
Position Reports To: Managing Attorney, Immigration Practice

My Sisters' Place (MSP) is a not-for-profit 501(c)(3) organization located in Westchester County, New York, that has grown from a grassroots task force and drop-in center formalized in 1978 into a cutting-edge leader and resource in the fields of domestic violence and human trafficking advocacy and services. MSP strives to end domestic violence and human trafficking through comprehensive services, advocacy, and community education. MSP works to create a world in which every individual has the basic human right to be free from gender-based violence and to engage in relationships that embrace the principles of respect, equality, and safety.

Position Overview:

The Associate Attorney of the Immigration Practice provides legal representation and advocacy to non-citizen survivors of domestic violence and human trafficking before the Citizenship and Immigration Service (CIS), the New York Asylum Office and the New York Immigration Court on affirmative and defensive applications. The Associate Attorney supports the work of the Center for Legal Services by writing grant reports and grant proposals related to the immigration practice.

My Sisters' Place Mission Statement

MSP strives to end domestic violence and human trafficking through comprehensive services, advocacy, and community education. MSP works to create a world in which every individual has the basic human right to be free from gender-based violence and to engage in relationships that embrace the principles of respect, equality, and safety.

Responsibilities:

- Provide direct representation to clients in legal matters, including, but not limited to, Violence Against Women Act Self Petitions, Battered Spouse Waivers, Adjustment of Status Applications, U visas, T visas, Special Immigrant Juvenile Status, Asylum, and Cancellation of Removal applications.
- In collaboration with the Managing Attorney of the Immigration Practice, screen legal intakes for eligibility and provide advice and counsel.
- In collaboration with the Managing Attorney of the Immigration Practice, oversee implementation of grants currently funding the CLS to ensure compliance with all reporting requirements and achievement of goals and objectives set forth in the

contracts, including assisting in gathering attorneys' individual statistics and analyzing this information for program reports.

- Maintain accurate records in client databases.
- Participate in committees and working groups addressing the rights of immigrant survivors.
- Attend and participate in Legal Staff Meetings, and MSP agency-wide committees.
- Collaborate with MSP Development and Programs Staff.
- Perform other duties as assigned by supervisor.

Qualifications:

- Juris Doctor and admission to a state bar;
- 2 years of post-graduate experience in immigration law;
- Commitment to serving the public interest with high standards of legal practice in a manner that is client-centered;
- Bilingual in English and a 2nd language preferred, but not required;
- Specialization in both substantive and/or regional immigration areas;
- Excellent oral and written communication skills;
- Strong project management and organization skills, including ability to work independently, assess priorities, take initiative handle multiple assignments, and meet deadlines;
- Ability to work in a fast-paced environment;
- Ability and experience working with diverse individuals and communities;
- Strong public speaking and written communication skills;
- Team player who can work collaboratively with and serve as a liaison; between the legal and social services departments of MSP.

About us

MSP has evolved from a small, grassroots organization into a holistic agency touching the lives of more than 10,000 individuals each year. For over four decades, our programs have evolved to include a 24-hour hotline, emergency residential shelter, adult counseling, legal services, children's services, and an extensive community education and training outreach program. MSP values you, your growth and contributions and believes that an effective, broad-based movement for social transformation must be rooted in anti-oppression principles as we work towards a more just and equitable society.

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To apply, please send resume and cover letter by e-mail to: slederman@mspny.org.

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. My Sisters' Place is a 501(c)(3) not-for-profit organization.