

IMMIGRATION ATTORNEY
BUFFALO, NY OFFICE

The Erie County Bar Association Volunteer Lawyers Project (VLP) is seeking a full-time Immigration Staff Attorney for our law office in Buffalo, NY. This position will be funded by a grant from the NYS Office for New Americans and will staff an in-person court clinic housed at the Buffalo Immigration Court.



This position will work out of our Buffalo, NY office (with most of the work will be in and around the Buffalo area) with the ability to work a hybrid remote/in-office schedule after the successful completion of the 3-month introductory period. Office culture values work/life balance with reasonable working hours and discourages weekend work.

Duties/Responsibilities:

- Appear as a “Friend of the Court” at master calendar hearings in Buffalo Immigration Court to assist clients with limited scope legal issues.
- Provide same day intake and advice and counsel to litigants appearing pro se at Buffalo Immigration Court.
- Maintain client files
- Provide “Know Your Rights” style trainings for immigrant populations
- Facilitate a Pro Se Plus model of representation for clients seeking relief in immigration court. Handle a variety of immigration work primarily before the Buffalo Immigration Court, U.S. Citizenship and Immigration Services, and the Department of State (National Visa Center)
- Maintain a caseload of immigration cases
- Prepare cases for referral and work with VLP’s Pro Bono Team to refer cases to pro bono attorneys and provide follow-up on cases when needed.
- Mentor volunteer attorneys as needed on immigration cases referred out from the Buffalo Immigration Unit.
- Develop and present CLE trainings
- Assist with grant reporting
- Local travel to and from the Buffalo Immigration Court is required as well as attendance at occasional outreach and education events in the community. A valid driver’s license and access to a reliable vehicle are required.

Requirements/Skills - Required:

- Active license to practice law in any US jurisdiction and 2 years' experience practicing immigration law. Ability to collect and manage data
- Ability to work independently, as well as collaboratively, with VLP staff and a variety of other partners, including volunteer attorneys, student interns and court staff
- Excellent verbal and written skills in Spanish and English
- Ability to multitask and be flexible in an office with high volume that moves at a quick pace
- Must be organized and capable of tracking work carefully for the purpose of grant and contract reporting requirements
- Sincere ability and desire to work with low-income immigrants and their families
- VLP is a paperless office; candidates must be proficient with computers and technology, including Microsoft 365, SharePoint, and electronic case management systems

Requirements/Skills – Preferred (not required):

- Spanish

TO APPLY: Please send a resume with a cover letter clearly explaining your interest and qualifications. Include contact information for 3 references and send your materials to: Kimberly Lewis, HR Manager, ECBA Volunteer Lawyers Project, Inc. at klewis@ecbavlp.com. **We will be accepting applications until the position is filled.**

Salary/Benefits:

- **Salary** starting at \$62,838.36 based on years of relevant work experience
- **Employer paid benefits** including fully paid health insurance premiums, a Health Reimbursement Arrangement account, long-term disability insurance, life/AD&D insurance, Pension contributions, and an Employee Assistance Program
- Other Benefits available through pre-tax employee contributions: Dental insurance, FSA, Dependent Care FSA, transportation account, 403b plan
- Eligibility for public service loan forgiveness
- A respectful work environment with a true **Work/Life balance:**
- 14 paid holidays
- 11 vacation days and 2 personal days in year 1
- 15 vacation days and 4 personal days in year 2 (vacation caps at 23 days starting in year 6)
- 10 sick days each year
- 1 hour paid lunch if working more than 4.5 hours each day
- flexible schedules
- ability to work remotely up to 2 days per week (after the successful completion of the 3-month introductory period)
- discourages weekend work, encourages utilizing PTO
- dedication to diversity and inclusion

VLP is an equal opportunity employer and welcomes all to apply. Employer recruits without regard to age, race, color, creed, religion, national origin, immigration or citizenship status, pregnancy-related condition, predisposing genetic characteristics, sex, gender identity or expression, sexual orientation, marital and familial status, domestic violence victim status, disability, military status, or protected veteran status.

For information on VLP, see www.ecbavlp.com