

**Remote Contract Interim Supervising Attorney: Immigration Program**  
**BUFFALO, NY OFFICE**

The Erie County Bar Association Volunteer Lawyers Project (VLP) is seeking a full-time interim supervising attorney to oversee its Immigration Program, in Buffalo, NY. Immigration work handled

by our Buffalo Office includes representation of immigrant victims of crime, victims of domestic violence and human trafficking, asylum seekers, and other low-income individuals in need of immigration assistance. VLP's Immigration program is funded by grants from the Office of Victims of Crime (services for victims of human trafficking) and the NYS Office for New Americans.



*This position is a 100% remote contract position.* Contracts will be executed for an initial 6-month period with an option to renew for an additional 6 months.

**Duties/Responsibilities:**

- Supervise staff attorneys in the Immigration Unit on substantive law issues and case handling issues. Provide training, support, and feedback to attorneys on substantive work product, client interaction, and trial skills
- Supervise paralegal staff, provide training, support, and feedback to paralegals on assignments
- Supervise attorneys staffing legal clinics based in the Buffalo Immigration Court and Friend of the Court program
- Supervise attorneys staffing pro se plus legal clinics
- Oversee client intake and case assignments to staff attorneys and Accredited Representatives
- Maintain a caseload of immigration cases, primarily before the Buffalo Immigration Court, US Citizenship and Immigration Services, the Department of State (National Visa Center), and the Board of Immigration Appeals
- 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
- Hold regular case conferences with attorneys in the immigration unit and maintain up to date in depth knowledge of the caseloads of all attorneys under your supervision
- Screen cases for eligibility under NYS SAFE Act to vacate convictions sustained as a result of human trafficking. Prepare vacatur cases to send to Pro Bono Volunteers
- Monitor case management system to ensure files are opened and closed in a timely manner and that all files have appropriate notes and adhere to file maintenance policies
- Assist with grant reporting, as needed
- Develop and present CLE/trainings
- Coordinate VLP's participation in the Western New York Human Trafficking Task Force, the Freedom Network, and the New York Anti-Trafficking Network
- A variety of other duties and projects

**Requirements/Skills Required:**

- Admitted to practice law in the United States
- 3 years of experience handling immigration cases with a focus on affirmative and defensive immigration work
- Experience working with survivors of crime, domestic violence, and human trafficking and a commitment to trauma-informed lawyering and client-centered practices
- Organizational skills to manage an individual caseload and to track and report required data about the work in a timely and accurate manner
- Strong oral and written advocacy skills
- Willingness to work independently while also taking direction and operating as part of a team
- Flexibility to handle other tasks which the attorney may be called upon to handle at VLP, such as community outreach and education
- 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:**

- Fluency in Spanish
- Demonstrated commitment to representing low-income immigrants
- Knowledge of social service and victim service agencies in the Western New York Area

**TO APPLY:** Please send a resume, 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](mailto:klewis@ecbavlp.com). **Applications will be reviewed as received.**

**Salary/Benefits:**

This is a contract position; no benefits are provided. **Salary is \$47,500 for 6 months.** The work atmosphere is congenial, respectful, and flexible. **This position is 100% remote.**

*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](http://www.ecbavlp.com)