



## JOIN OUR TEAM

We seek versatile self-starters, flexible and resilient, with energy and enthusiasm for helping empower immigrant and low-income families!

**Opportunity:** Full-time Staff Attorney to advocate on behalf of low-income immigrants to obtain immigration status, including unaccompanied minors and domestic violence victims.

**About Us:** Community Resource Center empowers immigrant and low-income families by providing the resources and advocacy to help them become self-reliant and thriving members of the community. The CRC also advocates for racial, social, and economic justice of low-income immigrants and New Yorkers.

**Position Overview:** CRC's Community Justice Program started in 2015 to provide legal representation to low-income immigrants and long-time permanent residents. The Staff Attorney position is full-time, and exempt hired to handle a broad range of individual cases related to immigration as well as providing support to our advocacy work.

### **Qualifications:**

- J.D. and admitted to practice law in New York
- Minimum of two years of practical, direct experience practicing immigration law, or similar cumulative experience.
- Minimum 1 year of experience working with or training law firm attorneys and/or other legal volunteers.
- Must be able to work independently to manage and meet legal deadlines.
- Must be organized.
- A strong record of cultural competence and cross-cultural communication skills.
- Demonstrated ability to communicate effectively and persuasively both orally and in writing.
- Ability to work in My Case or similar client database.
- Excellent professional judgment.
- Ability to take initiative, multi-task, and work independently
- Ability to work collaboratively with attorneys, paralegals/DOJ reps, and our team of staff and volunteers.
- Spanish speaking attorney (preferred but not required). Spanish language proficiency would allow the staff attorney to conduct community events without the assistance of

an interpreter or conduct client intakes with monolingual clients without the assistance of an interpreter.

**Responsibilities:**

- Provide individualized assistance to clients currently in removal proceedings or eligible for immigration relief, in a broad of categories including SIJS, Asylum, U/T visas and cancellation of removal including representing individuals in immigration, family and federal district court.
- Provide direct representation to clients before immigration and state courts, and immigration agencies.
- Oversee and manage legal department.
- Assist with immigration clinics, Know-your-rights and other informational workshops to educate immigrant communities about immigration issues affecting their lives.
- Recruit, train, and provide hands-on mentorship to pro bono attorneys and/or law students representing individuals in immigration matters and related family law matters.
- Assist in the developing and maintenance of guidance materials, sample filings, and legal training presentations.
- This position requires some travel as needed.
- Must be able to support the organizations advocacy efforts as needed.

This position reports directly to Deputy Executive Director.

**Compensation:** Compensation range is \$75,000-85,000 with benefits package including employer paid health and dental insurance, 401k, paid vacation, personal time, and 14 paid holidays.

**Please send your resume to:** Luis Zarate, Deputy Executive Director - [Lzarate@crcny.org](mailto:Lzarate@crcny.org)

*Only candidates selected for interviews will be contacted.*