



Junior Attorney

The Community Resource Center (CRC) 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 Community Resource Center (CRC) is seeking a Junior Staff Attorney to join our dynamic and mission-driven immigration legal team. The attorney will provide direct legal representation to immigrant clients in a range of affirmative applications before USCIS and assist with some removal defense cases before the Immigration Court. This position offers an exciting opportunity for a developing attorney with at least one year of immigration experience to work collaboratively in an interdisciplinary setting that centers community empowerment and holistic legal services.

Essential Duties & Responsibilities

- Provide direct legal representation in affirmative immigration matters, including:
 - Adjustment of Status
 - Naturalization
 - Family-based Petitions
 - U Visas and T Visas
 - VAWA Self-Petitions
 - Asylum (Affirmative)
 - Special Immigrant Juvenile Status (SIJS)
- Assist with defensive immigration matters, including representation before EOIR
- Conduct client intakes, screenings, and eligibility assessments for relief
- Draft applications, affidavits, motions, legal briefs, and supporting documentation
- Prepare clients and witnesses for USCIS interviews and court appearances
- Compile supporting evidence and declarations
- Participate in community education events such as Know Your Rights workshops and immigration clinics

- Maintain organized and accurate case files and data in accordance with agency protocols
- Collaborate closely with CRC's interdisciplinary team including paralegals, social workers, case managers, and outreach staff
- Stay updated on developments in immigration law and policy and engage in ongoing professional development
- Perform other related duties as assigned by the Managing Attorney
- Representing clients in removal (deportation) proceedings, including bond hearings and individual hearings.
- Assisting clients with various immigration applications such as visas, green cards, and citizenship.
- Advocating for clients in asylum and refugee cases.
- Negotiating with government agencies, including the Department of Homeland Security (DHS), on behalf of the clients
- EOIR Registration: Attorneys must electronically register with EOIR to appear before the Immigration Courts and the BIA

Qualifications

- Admission to any U.S. State Bar (in good standing);
- New York Bar strongly preferred for handling SIJS predicate orders in Family Court
- At least one year of experience practicing immigration law (including internships or fellowships with substantial responsibilities)
- Experience or strong interest in SIJS, U Visas, Asylum, VAWA, and/or removal defense
- Commitment to social justice, immigrant rights, and working with underserved communities
- Excellent legal writing, oral advocacy, and case management skills
- Strong interpersonal skills and cultural competency
- Spanish proficiency preferred but not required
- Ability to work both independently and collaboratively within a multidisciplinary team
- Availability to work occasional evenings or weekends for community events or urgent client needs

Work Environment

- Hybrid schedule: Remote and in-office flexibility available

- Family-friendly, mission-driven workplace
- Supportive, team-based structure with ongoing mentorship and supervision

Compensation & Benefits

Salary Range: \$60,000 – \$70,000 annually

Employment Type: Full-Time | Exempt | Benefits Eligible

The CRC offers a comprehensive benefits package, including:

- 100% Employer-Paid Health Coverage (medical and dental)
- Generous paid time off (vacation, sick, holidays)
- Professional development opportunities
- Additional benefits may include professional development opportunities and a supportive, mission-driven work environment
- Retirement Savings Plan: 401(k) with a 3% employer match

To Apply:

Email a cover letter and resume to hr@crcny.org with the subject line:

Junior Staff Attorney Application – [Your Name]

Applications will be reviewed on a rolling basis.