



LEGAL DIRECTOR

For almost four decades, the Northern Manhattan Coalition for Immigrant Rights (“NMCIR”) has been providing high quality, trustworthy immigration-related legal services to the immigrant community. NMCIR is a non-profit organization founded in 1982 to educate, defend and protect the rights of immigrants, through direct legal services, civic engagement, community organizing and advocacy.

Position Description: The Legal Director (“Director”) will be responsible for managing the day-to-day operations of NMCIR’s Legal Department, overseeing a team of staff attorneys and paralegals (the “Legal Team”), and working with the Executive Director on strategic planning initiatives for the Department. The Director has a commitment to social justice, self-confidence, initiative, and an open-minded outlook with a desire to constantly grow and learn. The Director will work closely with NMCIR’s Executive Director and Director Finance and Administration to ensure that the Legal Team is in compliance with grant requirements and deliverables. Persons of color, persons with disabilities, and gay, lesbian, bisexual, transgender and queer individuals are encouraged to apply.

Essential Duties and Responsibilities include but are not limited to:

- Oversee and manage the Legal Department, ensuring that clients are receiving the highest quality and professional legal representation;
- Provide supervision and guidance to members of the Legal Team on their cases;
- Coordinate and manage caseloads;
- Provide legal representation to clients in removal proceedings;
- Participate in Know-Your-Rights trainings and community events as needed;
- Testify before relevant government bodies on immigration matters as needed;
- Identify and ensure that members of the Legal Team participate in relevant immigration training in order keep current with immigration laws and regulations;
- Maintain professional contacts in local and national immigration community, as well as attend immigration taskforce and USCIS meetings (as needed);
- Be responsible for ensuring strict client confidentiality;
- Ensure accuracy in metrics/processes required for government and foundation contract reporting, track grant deliverables, prepare relevant reports, and lead funder site visits;
- Identify potential new funders and after consultation and approval from Executive Director submit grant applications, requests for proposals, letters of inquiry, meeting requests etc.; and
- Other duties as assigned.

Education, Experience & Certifications:

- Education: J.D. from an accredited American Bar Association institute;
- Preferred Experience: Minimum of five years of immigration law experience and three years of experience in a supervisory capacity.
- Certification/Licensure: License to practice law in the United States is required;
- Experience in a multi-cultural setting or familiarity with multi-ethnic cultures is preferred.



Required Skills & Abilities:

- Language: Must be at least bi-lingual in English and one other language to appropriately serve the diversity of immigrants in New York.
- Excellent and fluent verbal and writing skills in English;
- Excellent and fluent verbal and writing skills in a second targeted language (second targeted language may be any one of the following: Spanish, French, Arabic, Mandarin, Cantonese, or one of the Slavic languages);
- Candidates will be tested for fluency during the interview in the second language identified;
- Excellent analytical and organizational skills;
- Excellent interpersonal skills and cultural sensitivity;
- Ability to work in a diverse environment;
- Capacity to work both independently and as a member of a team in a fast-paced environment;
- Ability to prioritize and manage multiple tasks simultaneously and meet deadlines;
- Strong communication and facilitation abilities to establish and maintain good relationships with colleagues and external stakeholders.

Reports to: Executive Director

Start Date: Immediately

Salary/Benefits: Commensurate with experience, excellent health and vacation benefits

This is a full-time exempt position

How to apply: Email cover letter/resume to team@nmcir.org, subject: "Legal Director"