



STAFF ATTORNEY

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 Immigration Staff Attorney (Staff Attorney) will provide immigration legal services by directly representing clients in immigration removal proceedings as well as in applications for immigration benefits before USCIS. The Staff Attorney will also participate in NMCIR’s community outreach programs, providing Know Your Rights (“KYR”) presentations and community workshops as needed. 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:

- Provide legal representation to clients in straightforward and complex immigration matters/cases, including but not limited to affirmative benefits (i.e.: naturalization, family-based petitions, TPS) and removal proceedings, bond hearings, guardianship proceedings;
- Conduct individual client interviews and follow-up appointments;
- Prepare various immigration filings, documents, applications, packets and liaise with government agencies;
- Prepare all legal documents, including (but not limited to) briefs, petitions, motions, applications and appeals;
- Coordinate and manage caseload;
- Participate in KYRs, legal clinics and other community events as needed;
- Maintain grant reporting data on clients and services;
- Participate in immigration trainings to stay 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; and
- Other duties as assigned

Education, Experience & Certifications:

- Education: J.D. from an accredited American Bar Association institute;
- Preferred Experience: three to five years of immigration law experience.
- 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 communication skills, 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 collaboration and facilitation skills to establish and maintain good relationships with colleagues and external stakeholders.

Reports to: Legal Director

Salary & Benefits: Commensurate with experience, plus health, and vacation benefits

Start Date: Immediately

How to apply: Email cover letter/resume to team@nmcir.org, subject: “Staff Attorney”