



Job Title	Supervising Immigration Attorney
PVN ID	VU-2410-006523
Category	Managerial and Professional
Location	OFFICE OF SR VC FOR UNIVERSITY RELATIONS

Department

Status	Full Time
Annual Salary	\$91,000.00 - \$115,000.00
Hour(s) a Week	35
Closing Date	Dec 24, 2024 (Or Until Filled)

General Description

CUNY Citizenship Now! the largest university-based legal assistance program in the nation, provides free and confidential immigration law services. Our model of legal services brings immigration assistance to New York City's neighborhoods and is rooted in the belief that immigrants should be empowered to advocate on their own behalf – a model of legal services called *pro se* – “*on behalf of themselves.*”

As part of our commitment to addressing the needs of New York City's immigrant community, CN! has recently expanded its services to focus on asylum seekers. In collaboration with the City of New York, we provide specialized assistance to those seeking asylum, Temporary Protected Status (TPS), and Employment Authorization Documents (EADs).

The full-time Supervising Immigration Attorney will be primarily responsible for overseeing the CN/MOIA Asylum Program, ensuring the delivery of high-quality legal assistance to newly arrived immigrants, and meeting the program's deliverables under the MOIA guidelines. This role involves providing focused legal support on asylum-related matters, including TPS and EADs, and acting as the liaison between CN! and its MOIA and ASLAN partners. The Supervising Attorney will train and supervise staff, review their work, and conduct presentations on legal topics or best practices related to supporting the targeted population if needed. This position is central to CN!'s efforts to respond effectively to the recent surge of asylum seekers in New York City.

Other Duties

- Provide asylum seekers with legal consultations and pro se application assistance, focusing on Forms I-589, I-821, and I-765, especially for those nearing the one-year filing deadline for asylum.
- Screen applicants for other immigration relief, including T and U Nonimmigrant Status, SIJS, and family-based petitions.
- Provide advice, counsel, and information to applicants regarding their removal proceedings.

- Stay abreast of the latest developments in asylum law and removal defense practice.
- Supervise and guide staff attorneys and paralegals in the preparation of asylum and other immigration-related applications, ensuring accuracy and compliance with CN! protocols.
- Conduct initial screenings for newly arrived migrants, ensuring those within four (4) weeks of the one-year filing deadline (OYFD) are prioritized.
- Review, edit, and approve applications prepared by staff before submission.
- Train and supervise legal staff to ensure adherence to program standards and provide regular feedback and guidance.
- Represent CN! in stakeholder engagements to advance program goals and policies.
- Monitor program operations, troubleshoot issues, and ensure compliance with both CN! and MOIA guidelines.
- Hold immigration workshops and seminars for staff, applicants, and community groups.
- Reports to the Director and Program and Operations Manager on the status of services.
- Liaise with key stakeholders including governmental and non-governmental service providers.
- Assist with proposals for funding assigned by the Director or Program and Operations Manager.
- Monitor program outcomes to ensure they meet MOIA contract deliverables and report requirements.
- Participate in large-scale screening events, providing supervision to staff and volunteers.
- Work closely with the other attorneys to ensure the MOIA program is aligned with broader organizational goals related to immigration legal services.
- Ensure compliance with CN!'s policies and legal service standards, implementing operational protocols as needed.
- Analyze complex immigration cases, including those involving prior removal orders, criminal convictions, or fraud, and provide advice to staff and applicants.
- Coordinate with community outreach staff to connect clients with other essential city resources and ensure holistic care.
- Assist with other tasks, as needed.

Qualifications

- State Bar admission required.
- Five years of experience in immigration law, particularly with removal, defense litigation and asylum, is required. Experience with all forms of humanitarian immigration relief is preferred.
- Fluent in a second language, particularly Spanish, Haitian Creole, French, or other languages spoken by asylum seekers, is required.
- Experience in supervising, mentoring, and training staff, as well as guiding paralegals and volunteers.
- Experience in providing effective and ethical pro se services.
- Excellent communication, interpersonal, writing, and legal skills, with a strong focus on applicant service.
- Capacity to thrive under pressure while managing multiple tasks and projects.
- Ability to set priorities for self, team, and peers, and adjust when priorities change.
- Excellent organizational and presentation skills, with strong relationship-building abilities.
- Demonstrated ability to work independently with minimal oversight, while also taking direction well and striving to meet or exceed performance goals.
- Ability to work independently and with a team to further the mission of CCN!
- Knowledge in Microsoft Office applications, including SharePoint, Word, and Outlook.
- This full-time position requires working occasional evening hours, at least one Saturday per month, and

attendance at conferences.