



221 S. Warren Street
Suite 200
Syracuse, NY 13202
Tel: (315) 471-3409
Fax: (315) 939-1466
info@vlpcny.org
vlpcny.org

Supervising Immigration Attorney
Full-time, salaried, exempt
Volunteer Lawyers Project of CNY, Inc.

(Salaried, 37.5 hours base week – varies depending on activities; based on a yearly average)

The mission of the Volunteer Lawyers Project of CNY, Inc. (VLP) is to provide access to justice through engaging the legal community in volunteer service to those in need. VLP receives funding from a variety of public and private sources and enjoys strong support of local bar associations.

Position Description

The Volunteer Lawyers Project of CNY, Inc. (VLPCNY) is seeing one full-time Supervising Immigration Attorney to provide direct legal representation and oversee immigration staff attorneys, and/or law graduates, and DOJ accredited representatives. Reporting to the Deputy Executive Director for Immigration Programs, the Supervising Immigration Attorney will also be involved with strategic planning, program evaluation, and professional development initiatives, as well as planning for VLP's continued growth. The Supervising Attorney's primary roles are:

The Supervising Immigration Attorney will work to help develop materials, and train, recruit, supervise, and mentor staff attorneys and other legal staff.

The Supervising Immigration Attorney will also be responsible for a caseload of 25-30 immigration cases at a time, providing high quality representation in a professional manner. Also, must prepare and present Continuing Legal Education sessions throughout the year, and assist with some community presentations and clinics.

Candidates must be a member in good standing of the bar of the highest court of any state in the country or U.S. Territory and have at least five years of experience as an immigration attorney, eight years of experience as an attorney. Ability to communicate in English required, and ability to also communicate in a language other than English preferred.

MAJOR RESPONSIBILITIES:

1. Represent immigration clients before courts, administrative agencies and other forums as needed.
2. Help to develop and provide in-depth immigration CLE trainings that will be provided both in-person and virtually throughout the year.
3. Assist in providing consultations and screenings of immigration cases and coordinate placement of cases with attorneys and legal representatives.
4. Prepare briefs, memoranda of law, pleadings, motions, and other legal documents.
5. Maintain up-to-date knowledge of law and procedure in relevant areas of indigent practice.
6. Adhere to ethical standards including maintaining client confidentiality in all transactions.
7. Participate in a cooperative "teamwork" approach with all VLP personnel and volunteers in the mutual endeavor to render effective, responsive service to clientele.
8. Collaborate with other immigration legal services agencies in the region.
9. Provide supervision, mentorship and technical assistance to staff attorneys/legal fellows/DOJ accredited representatives. Support attorneys and legal staff through supervision meetings, training, assistance filling out petitions/forms, answering specific legal questions, discussing strategy and options, co-chairing hearings and possible appeals, if necessary.
10. Maintain case files including complete and accurate entries of all case transactions and process such files in accordance with organization policies and procedures.
11. Assist with maintaining data and reporting on grant deliverables.
12. Grants Management and Fundraising:
 - a. Ensure that all staff under their supervision are maintaining accurate and timely records regarding program operations and client services.
 - b. Liaise with grant and contract managers.
 - c. Track program grant performance to ensure that programs are on track to meet grant expectations.
 - d. As needed and requested by the Executive Director and Deputy Executive Director, assist with drafting and reporting for grants, making fundraising

requests, and helping with other efforts to raise and maintain funds for the organization.

Perform additional duties as assigned by the Executive Director and Deputy Executive Director for the benefit of the organization.

Minimum Qualification Standards:

- Juris Doctorate.
- At least eight (8) years' experience as an attorney, five (5) practicing as an immigration attorney.
- Be a member in good standing of the bar of the highest court of any state in the country or U.S. territory.
- Experience working with (or volunteering with) vulnerable and diverse populations preferred.

Knowledge, Skills, and Abilities:

- Positive attitude and flexibility – willingness to jump in and help out wherever needed.
- Team player who can analyze and solve issues as they arise.
- Fully embrace mission and purposes of the organization.
- Commitment to diversity, equity and inclusion in support of the mission.
- Maintain high standards of professional demeanor, including in communications with funders, staff, volunteers and clients.
- Strong work ethic, ability to work productively in a fast-paced environment.
- Strong organizational skills including the ability to manage multiple projects and details simultaneously.
- Ability to work with sensitive and confidential information.
- English language fluency is required, ability to speak Spanish or another second language is strongly preferred.

This job description is not an exclusive statement of the roles and responsibilities of the position. Other duties may be required.

Salary: Dependent upon experience, starting at \$95,000. Benefit package included, including paid time off and parental leave.

This position will be hybrid. Candidates should expect to be in the Syracuse office at least 2-3 days per week, and will have occasional travel to Buffalo, NY and infrequently to Newark, NJ or New York City for court and administrative interviews. Candidates must be willing to attend meetings, community outreach events, and meet with clients in person as necessary.

To Apply: please send a cover letter, resume, and 3 professional references to our Director of Operations and Volunteers, Laura at volunteers@vlpcny.org.

OUR COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION

Volunteer Lawyers Project of CNY, Inc. is committed to a work culture of zealous advocacy, respect, diversity and inclusion, client-oriented defense, access to justice and excellent representation. We are dedicated to building a strong professional relationship with each of our clients, to understanding their diverse circumstances, and to meeting their needs. Our ability to achieve these goals depends on the efforts of all of us.

VLPCNY is an equal opportunity employer. VLPCNY seeks to hire individuals from diverse backgrounds and with diverse experiences who are professional, collaborative, and creative thinkers with a passion for our mission.