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Immigration Attorney – Pro Bono Project
Full-time, salaried, exempt
Volunteer Lawyers Project of CNY, Inc.

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

Reporting to the Director of Immigration Programs/Supervising Attorney, VLP seeks a full-time Immigration Attorney to help launch and oversee a groundbreaking new Upstate Pro Bono Collaborative funded by the New York State Office of New Americans.

The Immigration Attorney will work to help develop materials, and train, recruit, supervise, and mentor pro bono attorneys handling immigration cases in Central New York, Buffalo, the North Country and Mohawk Valley region. The project seeks to meet the increasing legal service needs of immigrants in Upstate New York.

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 three or more years of experience as an attorney, including at least two years of immigration law experience or work under the supervision of a senior attorney with three (3) or more years of immigration law experience. Ability to communicate in English required and ability to also communicate in a language other than English preferred.

A. MAJOR RESPONSIBILITIES

1. Help to develop and provide in-depth immigration CLE trainings that will be provided both in-person and virtually throughout the region.
2. Help with recruitment and targeted outreach to pro bono attorneys and law students in Central NY, the Mohawk Valley, and the North Country.
3. Assist in providing consultations and screenings of immigration cases and coordination of placing cases with pro bono attorneys in Central NY, the Mohawk Valley and the North Country.
4. Coordinate with other immigration legal services agencies in the region to receive case referrals for pro bono placement.
5. Provide mentorship to pro bono attorneys handling cases in Central New York, Mohawk Valley, the North Country and Buffalo. Support pro bono attorneys through training, assistance filling out petitions/forms, answering specific legal

questions, discussing strategy and options, co-chairing hearings and possible appeals, if necessary.

6. Maintain up-to-date knowledge of law and procedure in relevant areas of immigration practice.
7. Collaborate closely with partner organizations in Buffalo and Rochester in launching the collaboration, sharing materials, resources, and trainings, and reporting on grant deliverables.
8. Adhere to ethical standards including maintaining client confidentiality in all transactions.
9. Maintain case files including complete and accurate entries of all case transactions and process such files in accordance with society policies and procedures.
10. Participate in a cooperative "teamwork" approach with all VLP personnel and volunteers in the mutual endeavor to render effective, responsive service to clientele.
11. Assist with maintaining data and reporting on grant deliverables.

Traits of our ideal candidate:

- 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, with a deep commitment to social justice issues and serving immigrants.
- 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.

We expect this position to be both in-person and virtual with some opportunity for hybrid or work from home hours each week. We expect a willingness to attend trainings, meetings, community outreach events, and meet with clients and volunteers as necessary in person using proper social distancing (VLP will provide appropriate personal protective equipment including masks and dividers). For the safety of our clients, community and staff, all VLP staff must be fully vaccinated for COVID-19.

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.

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