Empire Justice Center, a highly respected, statewide legal services organization, is seeking an experienced Immigration Attorney to join our Immigration Team. This is an opportunity to join one of the most effective organizations serving low-income individuals and families in New York State.

Empire Justice Center attracts and employs dedicated, determined, and passionate advocates who, together, make a significant impact on the lives of low-income New Yorkers. We achieve our successes through direct legal representation and high-impact litigation, legislative and administrative advocacy, and by providing training and technical assistance to other advocates who are working towards the same goals.

With offices in Rochester, Albany, Westchester County, and Long Island, our organization offers staff an exciting and dynamic working environment and a strong commitment to teamwork, diversity, and personal/professional development.

**The Position**

Act as lead Immigration Attorney for the Office for New Americans (ONA) Suffolk County Legal Counsel contract

**Job Responsibilities:**

- Provide intake/direct representation to immigrants in selected immigration-related proceedings (minimum caseload of 15-20 clients at a time)
- Conduct an annual review of naturalization application process at assigned ONA Opportunity Centers to ensure applications are being completed accurately by qualified individuals
- Provide immigration law consultations to new Americans with immigration legal questions at ONA Opportunity Centers
- Administer, organize and hold legal clinics throughout the service area, including clinics at ONA sponsored events
- Provide community information sessions on topics related to immigration, including Know Your Rights presentations
- Respond timely to immigration law questions from ONA Opportunity Centers and other immigrant service providers in assigned region

**Qualifications**

**Required**

- Juris Doctor and admitted to practice in New York
- Demonstrated commitment to public interest or pro bono work
- Have 3-5 years relevant legal experience
- Have strong analytical skills and excellent written and oral communication skills
- Ability to organize, plan, prioritize, meet deadlines, and work under pressure
• Flexibility and experience working as a team
• Working knowledge of immigration law
• Ability to respond to cultural differences among organizations, client population, and staff
• Be willing and able to travel to serve clients in a geographically wide-spread area
• Bi-lingual in Spanish

Desired
• Be experienced in interviewing and counseling clients, preferably in both English and Spanish
• To work well both independently and as a member of a team of attorneys, paralegals, and support staff
• Strong training and public skills desired
• Excellent communications skills and networking abilities

Salary and Benefits

Salary is commensurate with experience and based on the organization's salary scale. Empire Justice Center offers a generous benefits package, including health insurance, pension and life insurance, vacation, holiday, personal and sick time. Empire Justice Center supports and encourages a work/life balance.

Empire Justice Center is an Equal Opportunity/Affirmative Action employer and values a diverse work force. People of color, women, persons with disabilities, persons who are elderly, gay, lesbian, bisexual or transgender are welcomed and encouraged to apply.

Position available immediately. Applications accepted until position is filled. To apply, e-mail a cover letter, resume, and three letters of recommendation to; employment@empirejustice.org Please include, Immigration Attorney, First/Last Name to the subject line of the email. No phone calls or hard copies please. Incomplete applications will not be considered.

Immigration Attorney
employment@empirejustice.org