

Queens Legal Services (QLS) seeks an immigration Staff Attorney to join our Immigration Advocacy Project (IAP) in our vibrant community-based civil legal advocacy organization in Jamaica, Queens.

## About Us

Founded in 1967, QLS seeks equal access to justice for all low-income residents of Queens through a range of legal advocacy, education, and community partnerships. We provide free legal counseling, representation, and referrals in civil matters involving the essentials of life including housing, immigration, public and disability benefits, domestic violence prevention, consumer and homeowner protections, and access to education and employment rights to eligible low-income individuals and families. We work with our clients and partners to identify and address root causes for systemic inequalities in Queens and throughout New York City. We are part of a network of local programs that make up Legal Services NYC (LSNYC), the largest free civil legal services provider in the United States. LSNYC prides itself on its Diversity, Equity, Inclusion, and Belonging (DEIB) efforts. As a social justice organization, we are committed to fighting for a workplace that is as diverse, equitable, and inclusive as possible for everyone. All employees are expected to learn about, seek to understand, and work to realize our DEIB goals.

## Duties and Responsibilities

- Perform intake and screening, and provide advice, consultation, and brief services to potential clients;
- Represent immigrants in a variety of affirmative and defensive cases filed with federal administrative bodies and federal district and appellate courts;
- Represent immigrants in custody and guardianship petitions filed with Family Court in New York City about Special Immigrant Juvenile Status petitions;
- Collaborate with staff attorneys and paralegals on litigation matters and strategies and with our in-house social workers to provide holistic services to clients;
- Maintain data in the case management system and ensure compliance with grant requirements by completing necessary documentation and gathering data for grant reporting;
- Represent QLS at advocate meetings and community outreach and education events, some of which may occur on nights and weekends;
- Collaborate with city, state, and federal law enforcement agencies, other city, state, and federal government agencies and community-based organizations;
- Mentor interns, volunteers, and pro bono attorneys as needed.

## Experience and Qualifications

We seek an attorney admitted to the New York State Bar with:

- A demonstrated passion for social justice and a commitment to working with immigrant communities, communities of color, and low-income communities to advance equity
- At least 2-3 years of experience representing minors in removal proceedings is strongly preferred
- Experience with humanitarian and family-based immigration matters in both affirmative and defensive contexts
- Experience working with survivors of trauma and the intersection of criminal law and immigration law
- Excellent analytical, research, and writing skills
- Strong interpersonal, communication, and organizational skills
- Proficiency in a second language, in particular Spanish, is preferred, but not required
- Experience with LegalServer or other case management systems is preferred, but not required

## How to Apply

Applicants should email a cover letter, resume, names of three references, and two recent writing samples to [jobs@queenslegalservices.org](mailto:jobs@queenslegalservices.org). Please write "Immigration Attorney" in the subject line of the email.

Only candidates selected for interviews will be contacted. No telephone calls, please. Salary is competitive and commensurate with experience (determined by the Collective Bargaining Agreement). Benefits include excellent health and dental insurance, an employer contribution to a pre-tax 403(b) pension plan, and generous leave time.

QLS is an equal-opportunity employer. It is an organization committed to race, gender, and economic justice in our work and within our workplace. Staff at QLS are members of the LSSA/NOLSW UAW Local 2320. People of color, women, people with disabilities, gay, lesbian, bisexual, and transgender people, and people over the age of 40 are welcome and encouraged to apply.

All employees are strongly encouraged to continue receiving and maintaining up-to-date COVID-19 vaccinations unless they cannot for medical or religious reasons.

**Salary Range (Based on yearsâ€™ experience):**

- 1-10 years: \$74,881 - \$98,355
- 11-20 years: \$100,605 - \$118,773
- 21+ years: \$124,254 - \$135,637