

MANHATTAN LEGAL SERVICES is seeking a dynamic and experienced attorney to serve as the Director of Immigration. We seek candidates who are excited to work in a fast-paced environment and to use creative strategies in the pursuit of justice.

Manhattan Legal Services is part of Legal Services NYC (LSNYC), the largest provider of free civil legal services for low-income people in the country. The Manhattan office is dedicated to providing high-quality legal services in the areas of housing, family law, public benefits, employment, immigration, LGBTQ/HIV advocacy, and consumer, education, and disability rights. We work in partnership with community-based organizations in the communities we serve to address the root causes of homelessness, hunger, and family disintegration.

The responsibilities of the Director of Immigration will include managing and supervising our immigration practice, including overseeing the work of a team of attorneys and social workers, setting priorities for the unit, co-counseling complex cases, managing grants and reports, collaborating with community-based organizations, and maintaining a reduced caseload

**Job Qualifications:**

Candidates must be admitted to the New York State Bar or eligible to waive in with:

- A demonstrated passion for social justice and a commitment to working with low-income communities, LGBTQ+ communities, and communities of color to advance equity;
- At least 5 years' experience providing civil legal services to low-income people or comparable relevant experience;
- At least 3 years' experience in immigration advocacy is required, including both affirmative and defensive work;
- At least 2 years' experience supervising staff and law students, or comparable experience, preferred;
- Excellent analytical, writing, and communication skills;
- Strong organizational skills and ability to supervise a diverse, fast-paced, and high-volume caseload;
- Excellent leadership skills;
- Demonstrated interest in partnering with community-based advocates and organizations, including an ability to communicate effectively with individuals from diverse backgrounds;
- Demonstrated commitment to diversity, equity, and inclusion;
- Strong cultural or personal ties to the communities we serve preferred; and,
- Fluency or proficiency in Spanish or French/Creole is preferred, but not required.

Interested applicants should send a cover letter, resume, writing sample, and three references by email to [jobpostingsmls@mls.ls-nyc.org](mailto:jobpostingsmls@mls.ls-nyc.org). Please put "Immigration Director" in the subject line. NO TELEPHONE CALLS PLEASE Manhattan Legal Services is an Equal Opportunity Employer. People of color, women, people with disabilities, people identifying as LGBTQI+, and persons over 40 are welcome and are encouraged to apply.

Bar associations and other organizations: Manhattan Legal Services seeks and welcomes your recommendations for candidates who meet the foregoing qualifications and, in addition, requests that you or your organization encourage such candidates 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: \$128,000 - \$192,000 (based on years of experience)