



The Latin American Legal Defense and Education Fund

Supervising Attorney of Legal Immigration Services

The Supervising Attorney will lead the provision of immigration legal services for family and humanitarian-based forms of relief (e.g., Naturalization, DACA, TPS, Adjustment of Status, Renewals of Green Cards and Work Permits, U and T visas, VAWA, and Special Immigrant Juvenile Status) to low- and moderate-income clients of LALDEF's Welcome House in Trenton, NJ. The Supervising Attorney will also oversee the work of one or more DOJ-accredited representative(s). Anticipated commitment: 16 hours at LALDEF's office per week. This is an independent contractor position.

Duties and Responsibilities:

- Prepare and submit LALDEF's application for renewal of Board of Immigration Appeals accreditation every 3 years
- Provide legal advice and counsel on all aspects of immigration to Legal Services staff and the Executive Director
- Supervise consultations. Ensure that all consultations receive proper legal advice. Develop staff skills in conducting consultations..
- Personally represent all cases before EOIR.
- Supervise and review the work products of the accredited representatives and Legal coordinators.
- Identify professional development opportunities and facilitate training for legal department staff as needed.
- Stay apprised of developments in immigration law and promptly communicate pertinent regulatory and legislative changes to LALDEF's staff.
- Review content of all LALDEF forms and information materials for publication about Legal Services.
- Attend immigration application interviews with clients at the U.S. Citizenship and Immigration Services (USCIS) office. As needed, represent clients in family court appearances regarding SIJ.
- Manage Legal Services' caseload. Determine specific cases to be taken. Monitor the progress of cases brought.
- Ensure that all matters related to legal services are properly documented in DocketWise and that DocketWise is the single source of information for consultations and matters.

Qualifications

- A law degree from an accredited law school and admission to the New Jersey State Bar are required.
- Command of written and spoken Spanish is preferred.
- Two or more years of immigration law practice
- Excellent communication, organizational, and problem-solving skills

How to Apply: Submit resume, cover letter, and compensation requirements to info@laldef.org