



## **AMERICORPS JD PROGRAM- New York State Family Security Project**

**AGENCY DESCRIPTION:** Mobilization for Justice, Inc. (MFJ), a non-profit legal services organization that provides a wide range of free civil legal services to low-income New Yorkers, is looking for a volunteer to assist MFJ in providing legal advice and representation to immigrants on government benefits issues and other immigration matters.

### **POSITION SUMMARY:**

The New York State Family Security Project will engage 106 law students to serve as AmeriCorps members around the state of New York who are focused on fostering family security and community education through the delivery of high-quality legal services.

### **AmeriCorps JD: New York State Family Security Project**

New York State Family Security Project law student members will improve family stability and community safety in the state of New York through direct immigration legal services or by providing general civil legal services to members of immigrant communities related to issues such as housing, public benefits, family law, and other areas of legal need. They may also support staff attorneys with representing clients in immigration court and before U.S. Citizenship and Immigration Services (USCIS); screening, intake and preparing applications; providing brief legal advice and legal aid; educating the community on the impact of evolving immigration law and policy; and engaging pro bono attorneys to provide legal assistance to immigrants and their families.

### **Attitude and General Responsibilities**

- Support program staff, your supervisor, and administrative staff in duties as appropriate and necessary.
- Consult with your supervisor if you have any ideas, issues, or concerns, offering analysis and solutions whenever possible.
- Be mindful and engage in self-care.
- Respect confidentiality of clients, staff, and other AmeriCorps members.

### **Program leadership**

- Make connections with individuals and volunteers in the community for program outreach and program enhancement.
- Assist AmeriCorps members and staff in programming and activities
- Train and assist volunteers when appropriate.

### **Program-specific duties**

- Legal intake;
- Client phone calls/meetings;
- Drafting legal documents;
- Client advocacy;
- Assisting individuals in completing relevant applications and forms;
- Assisting with community outreach and education; and
- Inputting and maintaining records in case management system.

### **Citizenship training and responsibilities**

- Participate in AmeriCorps training and national service events as required and requested by the New York State Commission on National and Community Service

### **Program training**

- Participate in orientation training.
- Participate in substantive legal issue training as provided by Equal Justice Works

### **Skill requirements:** Essential functions include the ability to:

- Excellent writing and analytical skills;
- Willingness to volunteer at least 2 days a week;
- Public interest background is a plus;
- Language skills is a plus; and
- 1Ls, 2Ls, and 3Ls are welcome to apply.

**Program Benefits:** The New York State Family Security Project AmeriCorps JD program is an AmeriCorps-funded program that provides law students with the opportunity to earn an AmeriCorps education award of \$1,252 that can be used to pay educational expenses or student loans. Students may seek up to \$4,399 in additional compensation for their service, for a total of up to \$5,651 in compensation. The \$4,399 in additional compensation may be funded by a Federal Work Study Award, the student's law school, local bar foundation, and/or other public interest fellowship award. In addition, students are welcome to hold outside employment to supplement their income.

Students must complete 300 hours of service and complete these hours by September 1, 2018 unless prior approval is given by Equal Justice Works. Equal Justice Works also requires, prior to placement, the completion of a National Sex Offender Public Registry check, state criminal background check(s), FBI Fingerprint criminal background check, and submission of proof of U.S. citizenship or legal permanent residency.

**LOCATIONS:** Mobilization for Justice, Inc., 100 William Street, 6<sup>th</sup> Floor, New York, NY 10038

**TO APPLY:** Applicants should send cover letter, resume, and writing sample addressed to Montel Cherry at [mcherry@mfjlegal.org](mailto:mcherry@mfjlegal.org) with **NY State Family Security Project** in the subject line. Once you have secured an AmeriCorps JD service placement at your

host organization, apply to be enrolled in the AmeriCorps JD program through our [Student Application Manager](#). More information is available at <http://www.equaljusticeworks.org/ameriCorpsjd>.

Mobilization for Justice, Inc. is an Equal Employment Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, national or ethnic origin, age, disability or veteran status.

Application Deadline: December 31, 2017, but candidates are encouraged to apply as soon as possible.