

January 9, 2019

**Job Announcement
Staff Attorney –Immigration**

Mobilization for Justice (formerly MFY Legal Services), a non-profit legal services organization that provides a wide range of free civil legal services to low-income New Yorkers, is seeking a staff attorney to provide advice and representation to immigrants. The attorney will advise and represent immigrants who are seeking citizenship, adjustment of status, replacement of lost or expired green cards, and other benefits. The attorney will also advise and represent immigrants seeking to obtain or maintain government benefits, including Social Security benefits for adults and children, Medicaid, Medicare, and Supplemental Nutrition Assistance Program (SNAP).

Responsibilities include, but are not limited to:

- Conducting client intakes in person, on the telephone, and at community-based organizations, sometimes in the evenings;
- Providing clients with advice, brief service, and direct representation;
- Assisting clients in completing relevant applications and forms;
- Advocating for clients with the Board of Immigration Appeals, U.S. Citizenship and Immigration Services, Social Security Administration, Human Resources Administration, and other government offices;
- Representing immigrants before the Immigration Courts;
- Representing clients at administrative hearings;
- Representing clients in federal court;
- Conducting community outreach, trainings, and education;
- Creating and updating community educational and training materials;
- Identifying, developing, and commencing impact litigation or policy initiatives;
- Working in coalition with advocacy groups on policy issues;
- Providing testimony on proposed legislation or other legislative body topics; and
- Inputting and maintaining records in our case management system.

Requirements:

- J.D. and admission to the New York State Bar;
- Well-organized, capable of managing a diverse caseload, and demonstrated ability to balance multiple competing deadlines;
- Experience or demonstrated interest in working with people with disabilities, immigrants, seniors, or people who are homeless;
- Ability to balance individual casework with impact litigation or advocacy initiatives; and
- Fluency in Spanish, French, Arabic, or a Chinese Dialect.

Preferred:

- One year of experience working on immigration issues preferred.

Salary is pursuant to a collective bargaining agreement.

Applicants should submit a cover letter, resume and writing sample addressed to Kevin M. Cremin, Director of Litigation for Disability and Aging Rights, and transmitted by e-mail to kcremin@mfjlegal.org with “**Immigration Staff Attorney**” in the subject line. We encourage all applicants to include in their cover letter a statement about how your background or experience might contribute to the diversity and perspective of our office. Please indicate where you saw this ad. Applications must be received by January 25, 2019. Early applications encouraged. No telephone calls please.

For further information about MFJ, please go to www.mobilizationforjustice.org.

MFJ IS AN EQUAL OPPORTUNITY EMPLOYER. People of color, women, people with disabilities, gay, lesbian, bisexual and transgender people are welcome and encouraged to apply.