



SEPA Mujer

SERVICIOS PARA EL AVANCE DE LA MUJER
SERVICES FOR THE ADVANCEMENT OF WOMEN

Bilingual Immigration Attorney, Full-Time

SEPA Mujer, Services for the Advancement of Women, is a long-established and respected non-profit organization in Suffolk County, Long Island, N.Y., dedicated to developing the resources and the collective voice of the LI Latina immigrant community. To accomplish this, we utilize legal rights education, advocacy, and leadership training, as well as legal assistance for those who have suffered gender-based violence. The organization combines legal work with community development and civic engagement.

SEPA Mujer seeks a full-time, bilingual Immigration Attorney specializing in gender-based relief for immigrant survivors of violence. The Attorney is responsible for overall supervision of the legal department including its docket, staff, and network of cooperating attorneys. The ideal candidate will be skilled and innovative in immigrant rights and legal advocacy, a superior manager, and an inspiring leader.

The Attorney is responsible for recruiting, cultivating and overseeing SEPA Mujer's Cooperating Pro Bono Attorney program. The Attorney reports to the Executive Director and works cooperatively with the Community Outreach and Organizing Department and its staff.

Applicants must have graduated from an ABA-accredited law school, be admitted to practice law in the New York State and have 5 years experience in immigration practice, including self-petitions, U visas, T visas, and consular processing of derivative beneficiaries, experience representing clients dealing with domestic violence, sexual assault, and human trafficking. Applicants must be passionate, motivated, creative, organized, and skilled collaborators. The ideal candidate will have a demonstrated commitment to social justice and some experience with community lawyering in the areas of women's rights or domestic violence. (Internships, externships or volunteer work may qualify.) Experience with naturalization, SPJ VISA, TPS is also helpful. Given the organization's membership, Spanish fluency is required. Strong writing and editing skills are essential. Salary is commensurate with experience.

Leadership: The Attorney must develop and pursue a strategic vision for the legal program that advances the SEPA Mujer's agenda; manage the case docket; assign cases; supervise entry-level attorneys and paralegal; develop relationships with law firms, legal

organizations, and other coalition partners to advance issues of mutual concern; and pursue strategies to resolve matters affecting immigrant communities. The Attorney must also collaborate and communicate with the Executive Director, and with other members of the Senior Staff on matters of strategy and direction.

The Attorney must screen, train, and supervise legal department staff, holding them accountable to SEPA Mujer's standards of performance; oversee recruitment, mentoring, and professional development of legal staff and student interns consistent with the SEPA Mujer's commitment to equality and justice; and maintain intake records, resources, and databases. The attorney will help facilitate the smooth functioning of the office and develop a solid understanding of office protocols and culture, and accept other assignments from the Executive Director.

Cooperating Pro Bono Attorney Program: The Attorney must maintain and enhance the Cooperating Attorney Program, in which attorneys in private practice handle SEPA Mujer's cases on a volunteer basis; pursue strategies to increase pro bono participation in SEPA Mujer's work; represent SEPA Mujer at various law-related events, and develop strong working relationships with area law firms.

Legal resource and advocacy: The Attorney must provide analysis of immigration law, legislative bills, articulate the SEPA Mujer's views to the public and the media as requested by the Executive Director and attend SEPA Mujer events, including occasional meetings with donors.

Qualifications: Proven management ability, including experience in supervising attorneys and support staff, and managing and encouraging volunteers, both students, and professionals. The best candidate will have the following: Superior ability to plan effective strategies, establish realistic objectives, maintain momentum, and evaluate progress. Excellent organizational and time management skills to manage one's own work as well as others, and to assure the completion of assignments and projects. A track record of successful leadership through strong communication, collaboration, and relationship-building. Ability and flexibility to work in both service and leadership roles with many diverse players and constituencies. Demonstrated excellence in problem-solving participatory decision-making. Excellent analytical and speaking skills and a demonstrated ability to write clearly and precisely. A commitment to the goals and mission of the SEPA Mujer. Exemplary professional workplace behavior, unimpeachable integrity, and a commitment to the values of reliability, respect, accountability, and compassion. Flexibility, determination and good humor. A demonstrated commitment to diversity and building an equitable and inclusive work environment; a personal approach that values the individual and respects differences of race, ethnicity, age, gender, sexual orientation, religion, ability, and socio-economic circumstance. Competence in the use of office computer applications, electronic databases, and electronic legal research. Non-profit experience is a plus. This position requires a willingness to work beyond standard hours, including evening and weekend meetings and events. The Attorney must be licensed to practice law in New York and must be admitted or willing to be admitted

to the federal district courts in New York and to the U.S. Court of Appeals for the Second Circuit.

Salary:

Salary commensurate with experience (\$65,000 - \$75,000)

How to apply

To apply, email a cover letter, resume and writing sample to jobs@sepamujer.org and please include in the subject line of the email: your 'Immigration Attorney'. In your letter, please indicate where you learned of the posting. Applications will be accepted through May 15, 2020.