



SEPA Mujer

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

POSITION TITLE: Director of Legal Programs

REPORTS TO: Executive Director

HOURS/WEEK: 40 hours (Full-Time)

FLSA Definition: Exempt

Background:

Since its founding in 1993, SEPA Mujer has created safe spaces for empowerment, leadership development, civic engagement, and legal assistance. As the only Latina Rights Organization in Suffolk County, Long Island, NY, dedicated to advancing social change, women's rights, and immigrant rights, SEPA Mujer provides unique opportunities through training, workshops, meetings, and advocacy. We combine legal services with community development and organizing to foster a stronger, more empowered immigrant community.

SEPA Mujer is currently seeking a **Director of Legal Programs**, a full-time bilingual Immigration Attorney with expertise in gender-based relief for immigrant survivors of violence. This individual will lead and manage SEPA Mujer's Legal Department, including oversight of the case docket, supervision of staff, and coordination with cooperating pro bono attorneys. The ideal candidate will be a strategic leader, an excellent manager, and a passionate advocate for immigrant and women's rights.

Responsibilities:

Leadership and Supervision:

- Develop and implement a strategic vision for SEPA Mujer's legal program that aligns with the organization's mission.
- Manage the legal department's case docket, assign cases, and provide supervision to attorneys, paralegals, and interns.
- Recruit, train, and mentor legal staff, ensuring professional development and adherence to organizational standards.

- Build partnerships with law firms, legal organizations, and coalition partners to advance immigrant rights and increase pro bono participation.
- Collaborate with the Executive Director and senior staff on strategic initiatives and organizational direction.
- Oversee the intake process, maintain accurate case records, and manage legal resources and databases.

Cooperating Pro Bono Attorney Program:

- Strengthen and expand SEPA Mujer's Cooperating Pro Bono Attorney Program, ensuring the robust engagement of private practice attorneys.
- Represent SEPA Mujer at legal and community events, fostering strong working relationships with law firms and other partners.
- Develop strategies to increase volunteer attorney involvement in SEPA Mujer's legal work.

Legal Advocacy and Public Engagement:

- Provide legal analysis on immigration law and pending legislation affecting immigrant communities.
- Serve as a spokesperson for SEPA Mujer, articulating the organization's positions on legal matters to the media and public, as directed by the Executive Director.
- Attend and participate in SEPA Mujer events, including occasional donor and stakeholder meetings.

Qualifications:

- Juris Doctor degree from an ABA-accredited law school.
- Admission to practice law in New York State.
- Minimum of **5 years of experience in immigration law**, with specific expertise in gender-based relief (e.g., VAWA self-petitions, U visas, T visas, consular processing).
- Experience representing clients who are survivors of domestic violence, sexual assault, or human trafficking.
- Fluency in **Spanish** (required).
- Strong management and leadership skills, including experience supervising attorneys, paralegals, and interns.
- Proven ability to build partnerships, manage relationships, and foster collaboration across diverse stakeholders.
- Excellent organizational and time management skills, with a track record of meeting deadlines and managing multiple priorities effectively.
- Strong analytical, writing, and editing skills.
- Demonstrated commitment to social justice, women's rights, and immigrant rights.
- Competency in using office applications, legal databases, and electronic legal research tools.
- Willingness to work beyond standard hours, including evenings and weekends as needed.

- Admission or eligibility for admission to the federal district courts in New York and the U.S. Court of Appeals for the Second Circuit.
 - Experience with naturalization, SIJS (Special Immigrant Juvenile Status), TPS (Temporary Protected Status), and asylum is a plus.
 - Non-profit legal experience is preferred.
 - Reliable personal transportation.
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Benefits and Perks:

SEPA Mujer is proud to offer a comprehensive benefits package designed to support the well-being and professional growth of our team. In addition to a competitive salary, we provide:

- **Health Insurance:** Coverage begins after three months of employment.
 - **Vision and Dental Insurance:** Comprehensive coverage for eligible employees.
 - **Flexible Spending Account (FSA):** Available for qualified expenses.
 - **Paid Time Off (PTO) and Holidays:**
 - 10 PTO days per year.
 - Up to 5 additional sick leave days annually.
 - 11 paid holidays each year.
 - 5 additional PTO days as part of a Wellbeing/Self-Care package.
 - **Professional Development:** Access to opportunities for growth and learning.
 - **Travel and Training Expenses:** Covered by the organization.
 - **Mileage Reimbursement:** For work-related travel.
 - **Work Environment:** A dynamic, inclusive, and supportive atmosphere.
 - **Summer Schedule:** Fridays off during summer, subject to annual approval by the Board of Directors and Executive Director.
 - **Holiday Vacation:** The office is closed from December 24th to January 1st.
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Salary: The annual salary ranges from \$95,000 to \$120,000, commensurate with experience.

To Apply:

Please submit your resume and a cover letter to jobs@sepamujer.org, with “Director of Legal Programs” in the subject line.

Deadline to Apply: January 30, 2025

Equal Opportunity Employer: SEPA Mujer is committed to building a diverse and inclusive workplace. We encourage all qualified candidates to apply, regardless of race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status.

