



SEPA Mujer

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

POSITION TITLE: Immigration Attorney

REPORTS TO: Director of Legal Programs

HOURS/WEEK: 40 hours (Full-Time)

FLSA Definition: Exempt

Background:

Since 1993, SEPA Mujer has been a trusted advocate and resource for Latina immigrant women in Long Island, NY. As the only Latina Rights Organization in the region, SEPA Mujer has provided a safe and empowering environment through leadership development, civic engagement, legal assistance, and advocacy. Our work encompasses a wide range of activities, including training sessions, workshops, monthly meetings, outreach events, and community mobilization efforts.

Position Summary:

SEPA Mujer is seeking a full-time **Immigration Attorney** with a strong commitment to social justice and experience working with immigrant survivors of gender-based violence. The Immigration Attorney will be responsible for providing direct legal services, including representation in immigration matters such as VAWA self-petitions, U visas, T visas, SIJS, naturalization, and TPS applications. The ideal candidate will work closely with the Director of Legal Programs to implement strategic initiatives, support community engagement efforts, and ensure high-quality legal assistance for SEPA Mujer's clients.

Key Responsibilities:

- Provide direct legal representation to immigrant survivors of domestic violence, sexual assault, and human trafficking in immigration cases.
- Manage a caseload of immigration matters, including VAWA self-petitions, U visas, T visas, SIJS, naturalization, and TPS applications.
- Conduct intakes, assess client eligibility for immigration relief, and provide legal consultations.
- Collaborate with the Director of Legal Programs to ensure the successful implementation of SEPA Mujer's legal initiatives.
- Assist in the development of legal strategies and participate in advocacy efforts related to immigrant and women's rights.
- Work in partnership with the other programs to support SEPA Mujer's holistic approach to community empowerment.
- Supervise and mentor legal interns and pro bono volunteers.
- Maintain accurate client records, case files, and data in compliance with grant and organizational requirements.
- Responsible for program's reporting.
- Conduct Know Your Right Presentation, workshops and training to stakeholders.
- Represent SEPA Mujer at community events, workshops, and presentations on legal rights and services.
- Stay current on changes in immigration law and policy to ensure high-quality legal representation.

Qualifications:

- Juris Doctor (JD) degree from an ABA-accredited law school.
- Admission to practice law in New York State (required).
- A minimum of **3 years of experience** in immigration law, particularly working with survivors of gender-based violence (VAWA, U visas, T visas, SIJS).
- Experience representing clients in sensitive matters related to domestic violence, sexual assault, and human trafficking.
- Fluency in **Spanish** (required).
- Strong commitment to social justice and the mission of SEPA Mujer.
- Excellent legal research, writing, and oral advocacy skills.
- Ability to manage a diverse caseload and meet deadlines in a fast-paced environment.
- Strong interpersonal and communication skills, with the ability to work collaboratively across departments.
- Experience supervising legal interns or volunteers is a plus.
- Familiarity with nonprofit legal services and community lawyering is preferred.
- Competence in using office applications, legal databases, and electronic research tools.

- Flexibility to work occasional evenings and weekends as needed for community events and outreach.
 - 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 \$75,000 to \$90,000, commensurate with experience.

To Apply:

Please submit your resume and a cover letter to jobs@sepamujer.org, with “**Immigration Attorney**” in the subject line.

Deadline to Apply: January 30, 2025

Equal Opportunity Employer:

SEPA Mujer is committed to creating a diverse and inclusive workplace. We welcome and encourage applications from all qualified candidates, regardless of race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status.