



Supervising Attorney

Safe Passage Project is a non-profit organization providing free legal services to children in New York threatened with deportation. No child should face immigration court alone. Legal services are provided either by one of our staff attorneys or by *pro bono* lawyers that we train and mentor. We frequently help children in Immigration Court, Family Court, the Asylum Office, USCIS, and in appeals. We seek fair, compassionate, and equal treatment of all immigrant children.

We were founded in 2013 and are based in Tribeca, minutes away from the New York Immigration Court, with a satellite office in Long Island. We serve over 700 clients with 12 staff attorneys, 3 paralegals, 2 social workers, and over 400 pro bono lawyers. We are an energetic, passionate, and hard-working team.

POSITION SUMMARY:

The Supervising Attorney will be joining a small group of dedicated public interest attorneys. The Supervising Attorney will supervise a team of attorneys and a paralegal in providing legal representation in immigration and other related proceedings, including cases involving asylum, Special Immigrant Juvenile Status, and other forms of immigration relief. The Supervising Attorney will also mentor *pro bono* attorneys. The Supervising Attorney will be part of Safe Passage Project's New York City team and will report to Deputy Executive Director, Desireé Hernández.

Responsibilities:

- Supervise and manage a team of attorneys and a paralegal;
- Supervise and mentor *pro bono* volunteers with Safe Passage Project;
- Collaborate with Senior Staff in the analysis and creation of legal strategies;
- Contribute to the creation of policies and strategies for Safe Passage Project;
- Supervise and provide detailed reporting statistics on each case supervised, mentored and represented directly;
- Prepare training and materials to present at Safe Passage Project trainings.

Qualifications and Requirements:

- J.D. degree and admission to New York State Bar required;
- Four (4) or more years' experience as an attorney, three (3) or more of which in immigration law;
- Excellent written, analytical, oral, organizational and time management skills;
- Spanish language skills (preferred);
- Experience working with diverse communities (preferred);
- Experience working with children (preferred);
- Ability to work independently as well as collaboratively on an interdisciplinary team in a fast-paced, high intensity environment;
- Must have an interest in management and developing management skills;
- Must be ready to grow and learn with the Safe Passage Project Team.

Salary: \$65,000+ depending on experience.

GENERAL INFORMATION:

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified.

Safe Passage Project is an equal opportunity employer. Women, people of color, LGBTQ people, veterans and people with disabilities are encouraged to apply.

All interested applicants must email a cover letter, resume, and three references to jobs@safepassageproject.org. Incomplete submissions will not be considered. Please use the subject line “Supervising Attorney” in your email.