



Managing Attorney – New York City

About Safe Passage Project

Safe Passage Project provides free lawyers to over 950 child refugees who are being deported.

Many children embark alone on the long and dangerous journey to the United States seeking protection. They are fleeing trauma such as gang violence and recruitment, abuse, and sexual assault. In 2017, the government reported that they apprehended over 40,000 immigrant children seeking entry to the United States. Closer to home, the New York Immigration Court has more than 15,000 cases involving children on its docket.

Immigrant children are not afforded free legal representation by the government, regardless of their age. As a result, more than half of immigrant children must go through immigration proceedings without the aid of a lawyer. Unable to effectively argue their claim for the legal protections they may qualify for, more than 80% of these children are issued deportation orders. To many, this means returning to the danger from which they fled.

This is where [Safe Passage Project](#) steps in, providing free legal assistance to these refugee and immigrant children in New York City and Long Island who are facing removal despite their strong legal claim to stay in the United States.

Safe Passage Project is growing rapidly; we are currently the largest provider of free lawyers to immigrant children in New York State. Since 2015, our funding has increased more than sevenfold.

Check out recent press on our work in [The New York Times](#), [The New Yorker](#) and [Glamour](#).

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

About the Role

The Managing Attorney will be joining a group of exceptional public interest attorneys to directly impact the lives of immigrant children looking for safety and security in New York City. The Managing Attorney will manage senior level attorneys and paralegals on our NYC team 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 Managing Attorney will handle Safe Passage Project's legal screenings and ensure that the organization is meeting its established goals. The Managing Attorney will participate in the leadership of Safe Passage Project.

Your responsibilities will include:

- Manage a team of senior attorneys and a paralegal representing minors in removal proceedings before the Executive Offices for Immigration Review (EOIR) in New York, Asylum Office, USCIS, and Family Court;
- Organize and manage Safe Passage Project's legal screenings at our NYC office. This includes the recruitment and engagement with volunteer attorneys and translators;
- Carry a small caseload mentoring pro bono attorneys representing minors in their immigration cases;
- Collaborate with the senior management and the Legal Director in the analysis and creation of legal strategies, as well as policies and strategies for Safe Passage Project;
- Oversee the team's grant compliance, including data gathering, deliverables, reporting, and audits.

Qualifications: The strongest candidates for this position will have most, though likely not all, of the following qualifications and characteristics:

- J.D. degree and admission to New York State Bar;
- Seven (7) or more years of experience as an immigration attorney, handling complex litigation with at least (3) three years in a supervisory capacity;
- Skills, temperament and enthusiasm to work with volunteers and to maintain excellent relationships with other stakeholders.
- Strong written, analytical, oral, organizational and time management skills;
- Ability to work independently as well as collaboratively on an interdisciplinary team in a fast-paced, high intensity environment;
- Spanish language skills (preferred);
- Experience working with diverse communities and children;
- A commitment to the work of Safe Passage Project and readiness to grow and learn with the Safe Passage Project team.

Compensation & Benefits

Safe Passage Project offers competitive salary and benefits, commensurate with experience and skills. In addition, Safe Passage Project offers a flexible work environment, including the opportunity to work from home, flexible hours, open time off, and 12 weeks paid family leave. The team works on a beautiful campus at a terrific office location in Tribeca and every employee has access to support for professional development. Safe Passage Project is proud to have a top-down, bottom-up commitment to diversity, equity, and inclusion.

How to Apply

Please submit your resume to jobs@safepassageproject.org with “_[Your Name]_ Managing Attorney NYC Application” in the subject line to begin the application process. Candidates that meet the minimum experience will be invited to complete a set of short answer questions, in lieu of a cover letter.

If you have any questions about the role, please feel free to email jobs@safepassageproject.org. We look forward to learning more about you!

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