

# Capital District Women's Bar Association **Legal Project, Inc.**

## **POSITION STATEMENT**

(Exempt Position)  
September 28<sup>th</sup>, 2017

**TITLE:** Immigration Fellow Temporary One Year Position

**RESPONSIBLE TO:** Immigration Attorney

**OBJECTIVE:** To provide legal advice and representation to immigrants and their family members in need of legal assistance on matters related to immigration law.

The Legal Project is a not-for-profit 501(c)(3) organization located in Albany, NY, that has grown from a small volunteer program in 1995 into an innovative staff-based and pro bono program that leverages community resources and experience in providing free and low cost civil legal services to domestic violence victims and the working poor. Our many programs include family court and divorce representation in domestic violence cases, legal advocacy and assistance to college students who are victims of sexual assault or interpersonal violence; immigration services, foreclosure prevention, wills and end of life planning, bankruptcy, veteran's legal clinics, small business legal assistance and community legal clinics on general civil legal issues. The Legal Project also provides community education and professional training. The Legal Project believes that all people, regardless of income, gender, disability, race, religion, age, sexual orientation or ethnicity should have access to legal services. This belief reflects a deep commitment to fairness and equal justice under the law. Based upon these beliefs, the mission of The Legal Project is to make the law more accessible to those in need, to increase the legal community's involvement in pro bono work; and to serve as a resource on legal issues. We feel a special commitment to women and others who may have difficulty in obtaining legal assistance.

### **PRINCIPAL RESPONSIBILITIES:**

1. Provide high-quality direct legal representation to immigrants and their family members before federal immigration agencies, including U.S. Citizenship and Immigration Services (USCIS), U.S. Department of State and Executive Office for Immigration Review (EOIR). Representation will primarily be in: Family Petitions, Adjustment of Status, Violence Against Women Act (VAWA) self-petitions, U-visas, Asylum applications and hearings.
2. Provide consultations to immigrants and their family members on matters relating to immigration law as necessary and where appropriate.

3. Work as part of a team to ensure that immigrants and their family members receive appropriate legal services.
4. Coordinate with other Legal Project attorneys, DOJ Accredited Representatives, pro bono attorneys and outside legal programs to ensure holistic representation of clients.
5. Provide specific guidance and assistance to pro bono law students, interns or other fellows, and pro bono attorneys working with immigration clients.
6. Attend, provide support for and participate in the Capital Region Immigration Collaborative.
7. Work in collaboration with The Legal Project's Immigration Pro Bono Panel, providing support such as legal research assistance, referrals or on-going client contact.
8. Make referrals to community resources as appropriate and represent The Legal Project as appropriate in external meetings or task forces where legal issues impacting immigrants and refugees are discussed.
9. Engage with the community on issues such as human trafficking that is often related to immigration as well as violence against women.
10. Participate in team problem solving with Legal Project staff to ensure the smooth and effective functioning of programs.
11. Maintain and update knowledge of developments in the legal field related to immigration law.
12. Identify other legal needs for future program development.

## **QUALIFICATIONS:**

1. Admission to NYS Bar.
2. Commitment to providing high quality legal services to clients in a variety of civil and immigration matters.
3. Experience: At least 1.5 years legal experience or equivalent in the area of immigration law. Understanding of immigration legal issues and domestic violence as well as ability to provide trauma aware representation is required. Experience working with victims of domestic violence preferred.
4. Proficiency in Spanish, or a language other than English, preferred.
5. Other qualities:
  - a. Thoroughness, organization and attention to detail.
  - b. Excellent oral and written communication skills including the ability to relate to clients and staff.
  - c. Ability to plan, take responsibility, set priorities and delegate effectively.

## **TO APPLY:**

Interested candidates, please submit a cover letter and resume to the Immigration Program Coordinator at: [nbirch@legalproject.org](mailto:nbirch@legalproject.org)