My Sisters’ Place Job Posting

Date: February 2020
Job Title: Associate Attorney, Pro Bono Project
Department: Center for Legal Services
Job Classification: Regular Full-Time, Exempt
Position Reports To: Managing Attorney, Immigration Practice

My Sisters’ Place (MSP) is a not-for-profit 501(c)(3) organization located in Westchester County, New York, that has grown from a grassroots task force and drop-in center formalized in 1978 into a cutting-edge leader and resource in the fields of domestic violence and human trafficking advocacy and services. MSP strives to end domestic violence and human trafficking through comprehensive services, advocacy, and community education. MSP works to create a world in which every individual has the basic human right to be free from gender-based violence and to engage in relationships that embrace the principles of respect, equality, and safety.

Position Overview:

The Associate Attorney of the Pro Bono Project is responsible for recruiting, training, mentoring and supervising volunteer attorneys and summer law clerks as pro bono partners. Our pro bono partners come from corporate law firms, in-house legal departments, as well as solo practitioners, law graduates, and law students, who serve pro bono on a variety of legal matters. The Associate Attorney is responsible for sustaining existing relationships with our pro bono partners as well as cultivating new relationships. Additionally, the Associate Attorney maintains a caseload of immigration and family law matters with an emphasis in VAWA Self-petitions, Battered Spouse Waivers, U and T Visa applications, Special Immigrant Juvenile Status applications, Employment Authorization applications, and Adjustment of Status applications. Additionally, Associate Attorney of the Pro Bono Project is responsible for conducting intake and providing advice and counsel to callers. The Associate Attorney of the Pro Bono Project supports the work of the Center for Legal Services by writing grant reports and grant proposals related to the immigration practice.

My Sisters’ Place Mission Statement

MSP strives to end domestic violence and human trafficking through comprehensive services, advocacy, and community education. MSP works to create a world in which every individual has the basic human rights to be free from gender-based violence and to engage in relationships that embrace the principles of respect, equality, and safety.

Responsibilities:
- Recruit, train, mentor, and supervise volunteer attorneys and summer law clerks from our pro bono partners.
In collaboration with the Managing Attorney of the Immigration Practice, screen legal intakes for eligibility and assign cases to pro bono attorneys for direct representation.

In collaboration with the Managing Attorney of the Immigration Practice, oversee implementation of grants currently funding the CLS to ensure compliance with all reporting requirements and achievement of goals and objectives set forth in the contracts, including assisting in gathering attorneys’ individual statistics and analyzing this information for program reports.

Develop and update material for legal trainings and community clinics.

Provide legal representation and advocacy to survivors of domestic violence in immigration matters.

Coordinate and implement recruitment and training programs for pro bono attorneys and other CLS volunteers (law students, college interns, etc.).

Supervise the Sister-in-Law (SIL) volunteer program, including conducting regular supervision meetings with SIL Program Coordinator and overseeing grant reporting.

Attend and participate in Legal Staff Meetings, and MSP agency-wide committees.

Collaborate with MSP Development and Programs Staff.

Perform other duties as assigned by supervisor.

Coordinate collaboration meetings with project partner agencies to improve interagency communication and develop cross-training for staff

Oversee statistical data collection to ensure grant compliance, meet reporting deadlines, and identify/evaluate program needs, along with designated evaluation staff/consultants

Other duties as assigned

Qualifications:

- Juris Doctor
- 2 years of post-graduate experience in immigration law
- Admission to the New York State bar

Skills, Licenses, and/or competencies required:

- Bilingual in English and a 2nd language preferred, but not required
- Specialization in both substantive and/or regional immigration areas
- Excellent oral and written communication skills
- Strong project management and organization skills, including ability to work independently, assess priorities, take initiative handle multiple assignments, and meet deadlines
- Ability to work in a fast-paced environment.
- Ability and experience working with diverse individuals and communities
- Strong public speaking and written communication skills
- Team player who can work collaboratively with and serve as a liaison between the legal and social services departments of MSP
- Ability to network and maintain strong relationships with pro bono partners
About us

MSP has evolved from a small, grassroots organization into a holistic agency touching the lives of more than 10,000 individuals each year. For over four decades, our programs have evolved to include a 24-hour hotline, emergency residential shelter, adult counseling, legal services, children’s services, and an extensive community education and training outreach program. MSP values you, your growth and contributions and believes that an effective, broad-based movement for social transformation must be rooted in anti-oppression principles as we work towards a more just and equitable society.

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To apply, please send resume and cover letter by e-mail to: slederman@mspny.org.

My Sisters' Place policy prohibits discrimination due to race, color, age, religion, sex, sexual orientation, gender identity, disability, and national origin in employment and delivery of services. My Sisters’ Place is a 501(c)(3) not-for-profit organization.