



Staff Attorney

The Community Resource Center (CRC) is a nonprofit organization based in Mamaroneck, New York, dedicated to empowering immigrant and low-income families by providing the resources, support, and advocacy they need to become self-reliant and thriving members of the community.

The Community Resource Center (CRC) is seeking an Attorney to join our dynamic and mission-driven immigration legal team. The attorney will provide direct legal representation to immigrant clients in a range of affirmative applications before USCIS and assist with removal defense cases before the Immigration Court and habeas filings in federal court.

Essential Duties & Responsibilities

Responsibilities include, but are not limited to, the following:

- Represent immigrants in removal and bond proceedings before the immigration court.
- Prepare applications for relief, including but not limited to asylum, cancellation of removal, adjustment of status, and bond. Prepare and assist with BIA and federal court appeals and applications for post-order relief.
- Prepare and file forms, affidavits, evidence, other supporting documents, motions, and legal memoranda for submission to USCIS, EOIR, BIA, and federal courts.
- Assist with habeas preparation for detained clients and clients at risk of detention.
- Provide direct representation of ancillary matters before Family Court in connection with Special Immigrant Juvenile matters.
- Assist with immigration clinics, Know-Your-Rights, and other informational workshops to educate immigrant communities and the public on immigration issues.
- Recruit, train, and provide hands-on mentorship to pro bono attorneys and/or law students representing individuals in immigration matters and related family law matters.
- Assist in the development and maintenance of guidance materials, sample filings, and legal training presentations.
- This position may occasionally require travel and nontraditional hours, including evenings and weekends, to meet the needs of clients and the organization
- Must be able to support the organization's advocacy efforts as needed.

Qualifications:

- J.D. and admitted to practice law, preferably in New York State.
- Five years of experience practicing immigration law and removal defense.
- Experience preparing and litigating petitions for writs of habeas corpus or other federal court proceedings.
- Demonstrated commitment to immigrant rights, criminal justice, and/ social justice issues.
- Ability to work within, and value, a collaborative team model.
- Ability to work independently and under pressure while managing multiple competing deadlines.
- Ability to analyze complex issues and make creative arguments for cases that do not have a clear path to relief.
- Ability to ideate and prepare comprehensive evidentiary submissions to support applications for relief.
- Ability to set expectations for clients who are not eligible for relief while nonetheless providing competent representation before the Immigration Court.
- Ability to work in electronic client databases and case management systems.
- Excellent professional judgment and written and verbal communication skills.
- Spanish-speaking attorney preferred (but not required). Spanish language proficiency would allow the staff attorney to conduct community events without an interpreter and to conduct client intakes with monolingual clients without an interpreter.

Work Environment

- Hybrid schedule: Remote and in-office flexibility available
- Family-friendly, mission-driven workplace
- Supportive, team-based structure with ongoing mentorship and supervision

Compensation & Benefits

Salary Range: \$100,000 – \$130,000 annually, commensurate with experience and qualifications

Employment Type: Full-Time | Exempt | Benefits Eligible

The CRC offers a comprehensive benefits package, including:

- 100% Employer-Paid Health Coverage (medical/dental/vision)
- Generous paid time off (vacation, sick, holidays)
- Professional development opportunities
- Ancillary benefits, including a supportive, mission-driven work environment

To Apply:

Email a cover letter and resume to hr@crcny.org with the subject line:
Title Application – [Your Name]

Applications will be reviewed on a rolling basis.