Managing Attorney

The Community Resource Center (CRC) empowers immigrant and low-income families by providing the resources and advocacy to help them become self-reliant and thriving members of the community.

The Community Resource Center (CRC) is seeking a Managing Attorney to lead its immigration legal services program. The Managing Attorney supervises CRC's legal team, oversees the quality and progress of the program's caseload, and maintains a direct caseload of affirmative applications before USCIS and removal defense matters before the Immigration Court. This leadership role is in an interdisciplinary setting centered on community empowerment and holistic legal services.

Essential Duties & Responsibilities

Leadership and Supervision

- Supervise staff attorneys, DOJ Accredited Representatives, immigration paralegals, and legal assistants, including case assignment, designation of case handlers, file review, and regular case conferences
- Review and approve all applications, briefs, motions, and court filings before submission, and serve as second reviewer on Family Court and Immigration Court packets
- Establish and enforce case handling protocols, including completed consultations and eligibility assessments before an appearance is entered, case timeline standards, and advance completion deadlines for court filings
- Track caseload progress through weekly case review reports, deadline calendars, and case data in Docketwise
- Train and mentor newly admitted attorneys, DOJ Accredited Representatives, volunteers, and pro bono attorneys, including attending court appearances alongside newer attorneys
- Ensure compliance with DOJ Recognition and Accreditation requirements, the New York Rules of Professional Conduct, and CRC protocols

- Prepare grant reports and program data, and support funder relationships with the Executive and Deputy Directors
- Develop and update intake, screening, case acceptance, and client communication policies, including bilingual client notices

Legal Representation

- Maintain a direct caseload of affirmative matters before USCIS, including Adjustment of Status (including SIJS based adjustment), Naturalization, family-based petitions, U visas, T visas, VAWA Self Petitions, Affirmative Asylum, SIJS petitions (Form I-360), DACA, employment authorization, and hardship waivers (I-601 and I-601A)
- Prepare responses to Requests for Evidence and Notices of Intent to Deny
- Represent clients in removal and bond proceedings before EOIR, including master calendar and individual hearings, with filings through ECAS
- Prepare and litigate bond motions, applications for relief from removal (including asylum, withholding of removal, CAT protection, and cancellation of removal), prehearing briefs, and motions to terminate, reopen, and continue
- Handle appeals and emergency filings before the BIA, including motions for stays of removal
- Negotiate with DHS and ICE on behalf of clients, including prosecutorial discretion requests and advocacy regarding supervision conditions
- Conduct and supervise intakes, screenings, and eligibility assessments
- Draft and supervise applications, affidavits, declarations, motions, and briefs, using only verified legal authority
- Prepare clients and witnesses for USCIS interviews and court appearances
- Stay current on immigration law and policy and keep the team informed of changes

Family Court and SIJS Practice

- Represent children and proposed guardians in Article 6 guardianship proceedings and motions for SIJS special findings in New York Family Court
- Prepare and supervise complete filing packets, including petitions, OCA forms, Affirmations of Translation under CPLR 2101(b), motions for special findings, proposed special findings orders, service and waiver documents, and fingerprint and background check requests
- File through NYSCEF and coordinate with Court Attorney Referees and court staff on scheduling, outstanding items, and adjournments

- Gather and evaluate corroborating evidence such as school, medical, and police records and supporting affidavits
- Monitor age-out deadlines and ensure the I-360 is filed promptly after the special findings order issues

Community and Program Work

- Lead and present at Know Your Rights workshops, immigration clinics, consulate events, and community education events
- Collaborate with CRC staff across programs to provide holistic services
- Represent CRC with partner organizations, coalitions, regional legal services networks, and referral networks, and maintain CRC's referral list of private immigration attorneys
- Recruit and coordinate volunteer and pro bono attorneys in partnership with other attorneys and organizations
- Perform other related duties as assigned by the Deputy Director

Qualifications

- J.D. and admitted to practice law in New York, in good standing.
- At least 5 years of direct immigration law practice, including both affirmative and removal defense work.
- Experience with New York Family Court guardianship and SIJS special findings practice strongly preferred
- At least 2 years of experience supervising, training, or mentoring attorneys, DOJ Accredited Representatives, paralegals, or legal volunteers.
- Demonstrated ability to quickly identify and analyze key legal issues and develop and implement case strategy in the context of both affirmative applications and removal defense.
- Must be able to work independently to manage and meet legal deadlines.
- Strong organizational skills
- A strong record of cultural competence and cross-cultural communication skills.
- Demonstrated ability to communicate effectively and persuasively, both orally and in writing.
- Proficiency with case management systems (Docketwise preferred), NYSCEF, and EOIR ECAS
- Excellent professional judgment.
- Ability to take initiative, multitask, and work independently.

- Spanish-speaking attorney preferred but not required. Spanish language proficiency would allow the attorney to conduct community events and client intakes with monolingual clients without the assistance of 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: $115,000 – $140,000 annually
Employment Type: Full-Time | Exempt | Benefits Eligible

The CRC offers a comprehensive benefits package, including:

- 100% Employer-Paid Health Coverage (medical and dental)
- Generous paid time off (vacation, sick, holidays)
- Professional development opportunities
- Additional benefits may include professional development opportunities and a supportive, mission-driven work environment
- Retirement Savings Plan: 401(k) with a 3% employer match

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.