



Job Announcement

STAFF ATTORNEY Immigrant Defense Project

New York, NY

Background and Position Summary

The Immigrant Defense Project (IDP) is a national nonprofit advocacy organization that promotes fundamental fairness for immigrants accused or convicted of crimes. IDP seeks to minimize the harsh and disproportionate immigration consequences of contact with the criminal justice system by working to transform unjust deportation laws and policies, and by educating and advising immigrants, their criminal defenders, and other advocates.

IDP is hiring a staff attorney to coordinate its telephone hotline, which provides information, advice and referrals to criminal defenders, immigrants and their families, and immigration and other advocates on criminal-immigration issues. The staff attorney will also train public defenders, other attorneys, and community members on criminal-immigration law and assist institutional public defender offices with the development and implementation of protocols to represent immigrant clients. Depending on interest and experience, the staff attorney may also participate in IDP's other program areas, including impact litigation, community education, and policy advocacy.

Core Responsibilities:

- Advise criminal defense attorneys, immigrants and their families, and immigration attorneys on criminal-immigration law issues through IDP's hotline
- Recruit, train, coordinate and supervise volunteer hotline attorneys and interns
- Maintain and refine case management database; continually assess and improve hotline operations
- Monitor legal developments and produce timely advisories and other legal resources for public defenders, immigration service providers, private attorneys, and governmental and consular officials
- Provide local, regional and national continuing legal education trainings on criminal-immigration topics
- Work with indigent defense providers and government officials to improve the criminal defense of immigrants, including through development of service protocols and best practices
- Some travel, primarily to regional and national trainings (including some evening and weekend events) is required.

Depending on interest, ability and program needs, responsibilities may also include:

Community Education and Advocacy:

- In collaboration with IDP staff, conduct know-your-rights presentations for immigrants at New York City jails
- With IDP staff, conduct criminal-immigration trainings at community-based organizations to raise awareness about and advocate for policy changes related to ICE collaboration with local law enforcement
- Work with IDP staff to produce and distribute community education materials

Litigation:

- Assist IDP litigation team in providing technical support, case theory development and other assistance to litigants in immigration court, state and federal courts on criminal-immigration issues
- In collaboration with IDP staff, *pro bono* counsel and law school clinics, research and draft *amicus curiae* briefs on criminal-immigration issues; recruit *amici* among criminal defense bar and other interested groups

Qualifications:

- JD degree and bar admission in good standing in New York, or willingness and eligibility to promptly seek admission
- One to five years of experience in immigration law, preferably including removal defense for immigrants with criminal convictions or prior contact with the criminal justice system
- Some experience with criminal law strongly preferred
- Demonstrated commitment to immigrant rights and social justice issues
- Exceptional organizational and written and oral communication skills; ability to timely respond to and balance numerous requests for assistance
- Ability to work in a respectful, non-judgmental manner with impacted individuals (including people accused or convicted of serious crimes), and to work collaboratively, respectfully and supportively with attorneys, interns, and government and consular officials
- Strong command of Microsoft Word, PowerPoint, Excel and other standard productivity software; ability (with training and contractor support) to manage and refine Zoho CRM web-based client database
- Oral and written fluency in Spanish is strongly preferred

Compensation

- \$42,000—\$60,000 commensurate with relevant experience

- Generous benefit package provided by IDP's fiscal sponsor, Fund for the City of New York

To apply:

Submit cover letter, resume, at least three references and writing sample of 10 pages or less by **September 20, 2013** to attorneysearch@immigrantdefenseproject.org. No phone calls please.

The Immigrant Defense Project is an Equal Opportunity Employer that actively recruits women, people of color, persons with disabilities, persons with diverse gender and sexual identities, immigrants, and formerly incarcerated persons.