

JOB ANNOUNCEMENT: Hotline Staff Attorney (full-time)

Organizational Background

The Immigrant Defense Project (IDP) is a New York City-based nonprofit that works to secure fairness and justice for all immigrants by transforming the racially-biased criminal and immigration systems. IDP was founded over twenty years ago to address the crisis of escalating criminalization and mass deportation. Our work attacks the injustices at the intersection of the criminal and immigration systems via a multi-pronged strategy that includes strengthening immigrant defense through technical assistance and training, challenging unfair laws through impact litigation, shaping local, state, and federal policy through advocacy, and working alongside communities to build alliances and education.

The Hotline Staff Attorney will join IDP's Hotline Team, which consists of a paralegal and 2 dedicated attorneys. IDP's Hotline is a national hotline that provides in-depth legal analysis services for immigrants with New York ties who have had contact with the criminal legal system. Yearly, we respond to hundreds of calls from directly impacted individuals, their loved ones, and advocates. IDP staff answer questions, provide detailed individualized analysis about the impact of the criminal legal system as well as provide referrals for counsel. Additionally we create resources for immigrants and immigration advocates on the overlap of the criminal legal and immigration systems and provide trainings to legal service providers to help them serve individuals with criminal contacts.

Position Summary

This is an exciting opportunity to work at the intersection of criminal and immigration law, provide nuanced and individualized analysis and advice on cases, and help develop community-facing resources and training for immigration advocates in one of the most diverse cities in the United States. The Hotline Staff Attorney will be primarily responsible for providing analysis, advice and referrals to community members and attorneys and advocates who contact IDP for individualized advice about the immigration consequences of contacts with the criminal-legal system. In addition to holding a caseload of technical assistance cases, the hotline attorney will serve on a rotating basis with other staff as the "attorney of the day," helping the IDP paralegal prioritize and respond to urgent requests for assistance. In addition, the Hotline Attorney will help the team identify trends and strategies used to inform the overall program needs and goals and develop trainings and resources to meet program goals. The Hotline Attorney will participate in stakeholder collaboratives, work on FOIA projects, and provide supervision to volunteers and interns as needed. There is a possibility that in the next year, the Staff Attorney will be integrated into the *Padilla Support Center* team working to advise criminal defense attorneys representing non-citizens charged with crimes. This position will be supervised by IDP's Director of Hotline.

Job responsibilities

- Advise community members and legal service provider attorneys and advocates about the immigration consequences of contacts with the criminal legal system, including:

- Analyze and provide advice about the immigration consequences of state and federal convictions;
- Provide referrals to *pro se* callers and connect community members and attorneys with relevant post-conviction relief attorneys as necessary; and
- Keep accurate, timely notes about cases in the organization's online case management system.
- Provide support to the IDP paralegal as "attorney of the day" to help prioritize cases and identify and respond to callers with urgent needs. As needed, conduct intakes with community members.
- Work with other IDP staff to identify trends and develop defensive strategies.
- Develop resources and trainings for immigration attorneys and advocates representing people who have had contact with the criminal legal system.
- As needed, support trainings for a defender audience as well as provide advice on the immigration consequences of contact with the criminal legal system to defense attorneys.
- As needed, participate in stakeholder collaborations on IDP's behalf, work on FOIA and other projects, and support supervision of volunteer hotline attorneys and interns.

Qualifications

- JD or LLM degree and bar admission in good standing in New York, or willingness and eligibility to promptly seek admission.
- Oral and written fluency in Spanish is required; oral fluency in another common NYC language is a plus.
- Two or more years of relevant experience either representing immigrants in affirmative or defense proceedings. Relevant experience could also include:
 - Advising defense counsel about the immigration consequences of convictions;
 - Representing immigrants with convictions in affirmative or defensive immigration cases;
 - Representing people accused of New York Penal Law offenses in criminal cases.
 - One year of relevant clinical experience or relevant experience prior to law school may be counted towards required years of experience.
- Must have experience representing individuals with criminal convictions. Some experience with New York criminal law is strongly preferred.
- Ability to issue spot potential negative immigration consequences of convictions and identify the impact of changes to criminal and immigration laws and policies.
- Ability to creatively problem solve with partners.
- Ability to synthesize complex criminal-immigration legal issues orally and in writing to people without a background in law, through written resources, and through interactive trainings.
- 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.
- Ability to speak publicly on IDP's behalf in coalitions, meetings, and before the media.

- Ability to use web-based tools, including cloud-based case management system, Google Docs, Sheets, and Slides, and Zoom Webinar.

Location

There is a strong preference for New York City-area candidates. The Attorney may be required to provide regular in person trainings in New York City in the future and therefore must be able to commute to New York City for events. Currently, IDP staff are working remotely or in a hybrid model. We are mindful of the need to keep our staff healthy to ensure we can achieve our mission in the long term and believe many people thrive by working remotely and using a flexible schedule.

Salary and Benefits

The salary range for this position is \$73,000 - \$80,000 and is commensurate with relevant experience. IDP offers a comprehensive benefits package including:

- 20 vacation days, additional public holidays, and summer Fridays
- Stipend for cell phone and other work from home expenses
- Paid six-week sabbatical after 6 years of employment
- Generous medical and dental benefits
- Commuter benefits, flex spending accounts and generous 401k matching program
- Reimbursement for NY bar registration fees
- Yearly home office stipend, monthly cell phone and internet reimbursement and support to attend trainings and CLEs

To apply

We are looking to fill this position as soon as possible and will be screening applications and interviewing on a rolling basis. Please submit a cover letter and resume to jobs@immdefense.org with the subject line "Hotline Staff Attorney." Writing samples and three references will be requested for those interviewed. 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.