



Staff Attorney Job Description

UnLocal is a community-centered non-profit organization that provides direct immigration legal representation and community education to New York City's undocumented immigrant communities.

SUMMARY

UnLocal, Inc. is hiring a Staff Attorney for a full-time position within UnLocal's Post-Order Defense Team, that is part of the Rapid Response Legal Collaborative (RRLC) across three non-profit organizations. The scope of work primarily includes representing individuals who have orders of removal and need advocacy and legal strategies to prevent their deportation and/or detention, seek release from detention, and/or seek return to the United States after removal. The job requires a proactive ability to solve problems creatively, a commitment to clients, and a desire to work at the forefront of protecting the civil and human rights of immigrant communities disproportionately targeted by ICE's broad enforcement discretion in the name of national security.

The Staff Attorney will provide legal representation before the Immigration Courts, Board of Immigration Appeals, and occasionally in District and Circuit Courts, and advocacy with ICE, for detained and non-detained immigrants who have final orders of removal. This full-time, exempt position reports to the Director of the Post Order Defense Team & Rapid Response Legal Collaborative (RRLC).

PRIMARY RESPONSIBILITIES

- Represent immigrants with orders of removal with motions to reopen, appeals, and other concurrent applications for relief, such as cancellation of removal, asylum, U and T visas, before the Immigration Courts, and the Board of Immigration Appeals.
- Support immigrants with filing *pro se* motions to reopen, and support the facilitation of *pro se* Motion to Reopen clinics.
- Represent immigrants with advocacy to prevent their deportation, including but not limited to filing "stay" requests with the Immigration Court, the Board of Immigration Appeals, ICE, and occasionally the filing of *pro se* Petitions for Review and Stay requests in the Second Circuit.
- Represent immigrants in their bond hearings and collaborate with other attorneys in drafting and filing Writ of Habeas Corpus in the U.S. District Court for the Southern District of New York to advocate for release.
- Intake clients in and out of detention to identify legal needs and provide legal consultations.



Community Immigration
Legal Services & Education

- Represent UnLocal in the Rapid Response Legal Collaborative (RRLC) monthly meetings and be a collaborative team player, helping to build protocols around ICE enforcement and case priorities, attending conferences, training, and sharing materials.
- Collaborate with UnLocal's Education and Outreach team to build presentations, materials, and KYRs for individuals at risk of ICE enforcement.
- Assist when needed with internal and external data reporting, including to foundations, city/state funders, and the UnLocal Board of Directors;
- Supervise summer interns and volunteers as needed.

PROFESSIONAL QUALIFICATIONS

- J.D. degree and admission to a bar of New York State. Must be eligible to seek admission to the U.S. District Court for the Southern District of New York immediately. Admission to other federal district courts is desirable.
- 2+ years of relevant post-JD immigration law experience, including non-detained and detained removal defense, asylum, and other applications for relief experience representing immigrants with removal orders in their Motions to Reopen, stays, and appeals.
- Fluency in Spanish is required (additional fluency in French is a plus)
- Excellent legal written and oral communication skills;
- Ability to work collaboratively, communicate effectively, manage multiple tasks, and problem-solve;
- Experience working with LGBTQ+ community members, communities of color, survivors of violence, and the intersection of criminal law and immigration law preferred.

Salary Range: \$73,000 - \$75,000