



Organization Overview

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

The Supervising Attorney will play a dynamic, multi-faceted role within the UnLocal Legal Team. In this position, the attorney will primarily:

1. Provide direct legal representation.
2. Supervise UnLocal staff.
3. Assist in practice-wide systems, training, and recruitment.

This full-time, exempt position reports to the Legal Director. It's designed for a dedicated, compassionate, fearless individual who thrives in a challenging, collaborative work environment. We seek someone with strong leadership capabilities who aligns with UnLocal's mission, vision, and energy. This role will also work closely with UnLocal's community-based partners and support the organization in adjusting strategies to address evolving community needs.

Primary Responsibilities

Legal Representation & Education

- Provide high-quality legal representation in consultations and affirmative and defensive immigration matters, including asylum, U and T Status, Special Immigrant Juvenile designation, TPS, DACA, and general removal defense.
- Support evolving UnLocal initiatives as needed, including the Pro Se Plus Project and Rapid Response Legal Collaborative.
- Support the creation of community-facing resources.

Supervision & Staff Management

- Supervise attorneys, BIA-accredited representatives, paralegals, legal fellows, interns, and volunteers, ensuring effective performance and professional growth.
- Support staff by approving and overseeing litigation and appeals as needed.
- Assist in capacity building through advocate training and mentorship.
- Assist in the development and implementation of practice-wide standards and systems.



External Communications

- Ensure compliance with funding requirements, including documentation, client surveys, and reporting to foundations, city/state funders, and the Board of Directors.
 - Assist the Development department with new funding opportunities when necessary.

 - Represent UnLocal on immigration topics in various settings (e.g., public schools, community-based organizations, religious institutions, and coalitions).
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Professional Qualifications

- J.D. Degree and admission to the New York State Bar.
- Admission to the Southern District of New York.
- Admission to the Second Circuit Court of Appeals.
- Five+ years of relevant immigration law experience, including removal defense.
- Exceptional written and oral communication skills.
- Proven ability to work collaboratively, communicate effectively, multitask, and solve problems.
- Passion and commitment to addressing the legal needs of immigrants.
- Weekdays and night availability as needed.

Preferred, but not required, Qualifications:

- Proficiency in a second language, particularly Spanish and/or French, to effectively communicate with diverse client populations.
- Prior experience supervising legal staff and/or volunteers, demonstrating strong leadership and mentorship abilities.
- Familiarity with pro se legal representation and resources, enhancing support for clients navigating their own legal processes.
- Experience in community education and outreach, particularly in immigrant communities, to promote understanding of legal rights and resources.
- Knowledge of federal litigation processes and experience handling cases in federal courts, particularly in immigration law contexts.

Compensation and Benefits:



- Full-time position.
- Salary: \$100,000-120,000.
- Full premium coverage for health, dental, and vision insurance.
- Contributions to commuter benefits and access to 401(k).
- Professional development stipend.
- Yearly Wellness Stipend.
- 40 days of paid time off (PTO) available for any reason the staff member sees fit.
- Office closure between Christmas and New Year's (not counted towards PTO).
- After three years of employment, staff are eligible for a 4-week sabbatical.
- Promoting work-life balance through flexible Fridays

To Apply:

This position will require working in the office a minimum of 1 day a week. UnLocal's offices are located in midtown Manhattan.

This position primarily involves sedentary work, including extended periods of sitting, use of a computer, and communication via phone and video conferencing. Travel will be required for court appearances, community outreach, or partner meetings. Position frequently moves items of up to 10 pounds across the office or into off-site locations.. Occasional weekend availability is required. Reasonable accommodations will be provided to enable individuals with disabilities to perform the essential functions of the job.

If you are passionate about making a difference and possess the required skills, please submit your resume and cover letter to Human Resources at HR@unlocal.org. We look forward to welcoming a dedicated Supervising Attorney to add to our team.