



# CARECEN

## Central American Refugee Center

The Central American Refugee Center (CARECEN) is a non-profit that has served the immigrant community on Long Island for four decades through legal services, community education and advocacy. We seek a passionate, engaging community leader to fulfill a Low Bono Supervisor role in our legal team. The Low Bono Supervisor is a full-time, salaried, exempt position.

### Overview of the Role

The Low Bono Supervisor will be an integral part of the CARECEN legal team by supervising the organization's low bono program, which provides affirmative immigration representation for a nominal fee. The Low Bono Supervisor will work with and under the supervision of CARECEN's Managing Attorney. The Low Bono Supervisor will liaise with external organizations and collaboratives on CARECEN's behalf and assist the Managing Attorney in the development of CARECEN's legal programs.

### Primary Duties

- Legal Supervision and Program Development
  - Develop, administer, and oversee CARECEN's low bono program and internal protocols in collaboration with the Managing Attorney
  - Conduct non-removal defense consultations and assign cases to paralegals when relief is available
  - Supervise low bono paralegals by reviewing and providing feedback on affirmative applications and petitions
  - Provide and/or identify relevant training opportunities for paralegals
  - Maintain detailed records and reporting data for case management using CampLegal and Zettle
- Direct Legal Representation
  - Provide direct representation on a limited number of non-asylum affirmative matters
- Other duties as assigned

### Qualifications

- Partially or fully accredited DOJ representative or attorney admitted and in good standing to the practice of law in the State of New York
- At least five years' experience with affirmative immigration matters, including naturalization, family-based immigration and non-asylum affirmative humanitarian relief

- Excellent organizational and communication skills
- Passionate about program and team building, and able to motivate and lead a team
- Fluency in Spanish and English required, fluency in other languages is a plus

**Home Office:** Hybrid / based out of Hempstead and Brentwood offices

**Direct Supervisor:** Managing Attorney

**Compensation:** \$64,000 to \$75,000 / annually + full medical, dental, vision, disability, and paid family leave insurance, 21 PTO days, 5 health/wellness days, and generous holidays each year

**How to Apply:** Email a detailed cover letter, resume, and three (3) references to fernando@carecenny.org with “Low Bono Supervisor” included in the subject line. Applications will be reviewed on a rolling basis until the position is filled.

*CARECEN is an equal opportunity employer and embraces diversity.  
Immigrants, women, BIPOC, LGBTQ+ and persons from other traditionally marginalized groups are encouraged to apply.*