



CARECEN

Central American Refugee Center

Job Description

The Central American Refugee Center (CARECEN-NY), based on Long Island, seeks an experienced immigration attorney to fulfill the Managing Attorney position. CARECEN is a non-profit serving the immigrant community on Long Island and has worked on behalf of immigrants for nearly four decades through its Hempstead and Brentwood offices.

Role and Responsibilities

The Managing Attorney will be a key member of CARECEN's legal team, working closely with the Executive Director to provide direct legal supervision for and mentorship to a growing team of attorneys and paralegals and operate as a thought partner in CARECEN management team. Additionally, the Managing Attorney will organize and/or lead regular trainings on immigration policy and practice, and assist the Executive Director in the development of CARECEN's legal programs.

Primary Duties

- **Legal Supervision and Staff Development**
 - Supervise legal team, to include supervising attorney, staff attorneys and paralegals and ensure delivery of quality legal services
 - Review and provide feedback on affirmative and defensive case work
 - Develop and facilitate in-house trainings and regularly update staff on changes to immigration law and policy
- **Program Administration & Reporting**
 - Maintain detailed records and reporting data for relevant grants and/or case management and monitor staff compliance with grant requirements
- Other duties as assigned

Qualifications and Requirements

- Admission to the bar of any state; admission to the New York Bar preferred
- 5+ years experience in immigration law, specifically removal defense, family-based immigration and naturalization
- Supervisory experience preferred
- Excellent organizational, computer, and communication skills

- Familiarity with Microsoft Office 365, Google Suite, and other cloud-based software programs
- Ability to lead a team of talented and enthusiastic attorneys and paralegals
- Fluent in English; fluency in Spanish preferred, but not required

Home Office: Hybrid and/or remote

Compensation: \$80,000-\$90,000 annual salary + full medical, dental, vision, disability, and paid family leave insurance, 21 PTO days, 5 Health/Wellness days, and generous holidays per year

How to Apply: Email a detailed cover letter explaining why CARECEN and this job would be a great fit for you, a résumé/CV, and three (3) references to becca@carecenny.org with “Managing Attorney position” 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.*