



## **SUPERVISING ATTORNEY - IMMIGRATION**

NLSLA provides free assistance to more than 160,000 individuals and families a year through innovative projects that expand access to justice and address the most critical needs of people living in poverty throughout Los Angeles. We are a community of people who see the law as a powerful tool to fight for individual rights and social change. Our work aims to unravel entrenched disparities that have resulted from longstanding injustice, systemic racism, and institutionalized inequality.

As such, we know that a diverse mix of minds, backgrounds and experiences enhance our vision. This value is embodied within the diversity of our community offerings and among the colleagues that help enliven our culture. Cultivating an inclusive work environment that values a range of talent and ideas is a top priority for us. We enthusiastically encourage candidates of all backgrounds and abilities to apply.

### **ABOUT THIS POSITION:**

The Supervising Attorney will oversee NLSLA's immigration team, which specializes in VAWA and U Visa cases with a smaller amount of T Visa, SIJS and asylum cases. In addition, the Supervising Attorney will oversee team grants as well as develop and implement team strategy and policies to ensure team cohesiveness. The Supervisor Attorney will be expected to maintain expertise on immigration issues and policies affecting low-income individuals as well as overseeing immigration case work, ensuring compliance with all grant requirements, coordinating training for staff and community-based organizations (CBO), working with pro bono attorneys, and improving systems of delivery of immigration services. The Immigration Supervising Attorney may also be required to maintain their own caseload of immigration cases.

The Supervising Attorney-Immigration will report to the Director of Litigation and Policy. A career path may result in future opportunities on NLSLA's senior leadership team, and/or director roles depending on experience and qualifications. This position is exempt.

### **THIS POSITION MAY BE RIGHT FOR YOU IF:**

- **YOU HAVE EXEMPLARY COMMUNICATION SKILLS** and can foster strong relationships with both internal and external stakeholders.
- **YOU ARE A GIFTED COLLABORATOR** and enjoy working in a high-volume team environment facilitating team success through integration of diverse ideas and perspectives to achieve common goals.
- **YOU ARE DRIVEN TO DEVELOP** talent through ongoing feedback, guidance, and advancement efforts. You are committed to nurturing the potential of the team and fostering an environment of continuous learning and growth.
- **YOU PRIORITIZE A PEOPLE-CENTRIC WORKPLACE CULTURE** through a humanistic leadership approach.
- **YOU THRIVE IN A FAST-PACED ENVIRONMENT** and excel at moving through tasks and problem solving independently.

- YOU EXHIBIT HUMILITY AND CURIOSITY when approaching obstacles, remaining focused on learning and gaining experience. You accept feedback graciously and recognize that ongoing growth and learning are essential to effective leadership.

#### WHAT YOU CAN EXPECT TO DO IN THIS ROLE:

- Oversee a team of 3 experienced attorneys, 2 paralegals and 1 secretary who file affirmative petitions with USCIS - mainly U visa, VAWA and T visa petitions.
- Support staff development and growth by having regular individual check-in meetings and consistent team meetings and case reviews.
- Train new staff, interns and externs, pro bono attorneys, and support staff as needed.
- Engage in grant management, including managing team projects, meeting deliverables, reporting, data collection and evaluation, compliance, monitoring grant spend down, and participating in monitoring/audits.
- May be required to maintain your own caseload of immigration cases.
- Collaborate with partners, community-based organizations and key stakeholders.
- Take part in strategic planning and work to ensure that existing projects remain funded and/or seek out opportunities for new funding to retain existing staff or to expand the team as appropriate.
- Lead team's direction and vision to accomplish NLSLA's mission and goals.
- Be part of the NLSLA Leadership Team and work with other managers to ensure the delivery of high-quality services for our clients, and to foster a supportive and sustainable work environment for employees across the program.

#### HOW YOU CAN STAND OUT:

For this role, the ideal candidate has

- Worked in a legal aid law firm.
- 5+ years' experience and knowledge in immigration.
- Bilingual proficiency, both verbal and written, in Spanish.

#### WHAT YOU'LL NEED ON DAY ONE:

- A JD from an accredited law school and active California State Bar license.
- Active practice of law for a minimum of five (5) years.
- Solid experience and understanding of immigration law.
- Knowledge of MS Office, Windows, business communication platforms, and web-based case management platforms.
- Ability to work collaboratively in a team setting, support multiple advocates with patience and sensitivity, execute grant deliverables, and prioritize team delivery of high-quality, trauma-informed services.
- Excellent interpersonal skills including being attentive to cultural needs and differences.
- Passion for NLSLA mission and demonstrated commitment to advocating for the legal rights of low-income individuals.
- Passion, empathy, and compassion for supporting people from different lived experiences.

## WHAT WE OFFER:

The salary range for this position is \$98,000-\$122,500.

Benefits include:

- 35-hour workweek with a hybrid schedule.
- 15 paid holidays per year
- 2 to 5 weeks of vacation per year depending on seniority.
- 12 days of sick leave per year.
- Medical, dental, and vision insurance; life and AD&D insurance; FSA; and EAP.
- A 403(b)-retirement plan with employer contributions.
- Monthly bilingual supplement.
- Lawyer student loan reimbursement assistance program.

Please [click here to apply](#). Please provide a cover letter, resume, and writing sample on the application.

## **Equal Employment Opportunity Policy**

NLSLA is an equal opportunity employer. We will extend equal opportunity to all individuals without regard to race, color, religion, sex (including gender identity, gender expression, transgender status, sexual orientation, and pregnancy, including breastfeeding and related medical conditions), national origin, age, disability (physical or mental), genetic information (including family medical history), political affiliation, military status, or other non-merit-based factors or any other status protected under applicable federal, state or local laws. Consistent with these principles, NLSLA also provides reasonable accommodations to qualified employees and applicants with disabilities and for sincerely held religious beliefs, observances, and practices. All applicants and employees have the freedom to compete for employment and advancement opportunities, on a fair and equitable playing field.