



# CARECEN

## Central American Refugee Center

### Job Description

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

### Role and Responsibilities

The Managing Attorney will be an integral part of the CARECEN legal team by providing direct legal supervision for and mentorship to attorneys and paralegals. 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 provide 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 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 to the bar in any state
- 3+ years experience in immigration law, specifically removal defense, family-based immigration and naturalization
- Supervisory experience preferred, but not required

- 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:** Remote or hybrid (remote + Hempstead and/or Brentwood Offices)

**Compensation:** \$35 - \$40 hourly (non-exempt), up to 20 hours per week + generous paid holidays

### **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](mailto:becca@carecenny.org) with “PT Managing Attorney” 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.*