

**Central American  
Refugee Center**



**CARECEN**

*Serving Long Island's  
immigrant communities for nearly  
40 years*

The Central American Refugee Center is a non-profit serving the immigrant community on Long Island. CARECEN has a nearly forty-year history of working on behalf of immigrants through legal representation, advocacy, outreach, education and community organizing in our Hempstead and Brentwood offices.

**Position:**

CARECEN seeks an experienced immigration attorney to fill the Staff Attorney position based in our Hempstead office.

**Role and Responsibilities:**

The Staff Attorney will provide direct legal assistance and representation to immigrant youth and families in immigration and family court and before USCIS. The Staff Attorney will be an integral part of the CARECEN legal team under the supervision of the Supervising Attorney and the Executive Director.

**Primary Duties**

- Represent immigrant youth and family units in all aspects of removal defense before the NY Immigration Court, including pleadings; motion practice; preparing applications for humanitarian and/or collateral relief; and trial preparation
- Represent immigrant youth and adults seeking guardianship & special findings orders for SIJS before the Nassau & Suffolk County Family Courts
- Meet with clients and additional witnesses to develop removal defense case theories, strategies, and declarations in support of applications for relief
- Represent unaccompanied minors in affirmative asylum applications before the NY Asylum Office
- Draft Notices of Appeal filed with the Board of Immigration Appeals (BIA)
- File affirmative applications with USCIS, to include I-360s and I-485s
- Draft & file responses to USCIS NOIDs & RFEs, as well as appeals to the AAO
- Conduct informal advocacy with ICE & EOIR officials
- Attend all staff meetings and provide guidance and/or information relevant to CARECEN staff and

communities

- Maintain detailed case notes on individual caseload
- Maintain detailed records and reporting data for relevant grants and/or organizational case management
- Perform other duties as assigned

### **Qualifications and Education Requirements:**

- Admitted and in good standing to practice of law in the State of New York
- J.D. required + 2 or more years experience in immigration law, law school experience will be considered
- Excellent organizational, communication, and computer skills
- Ability to work well with a team
- Fluent in Spanish and English required, fluency in other languages a plus

### **Compensation Package:**

Annual salary starting at \$60,000 (FT, Exempt) + benefits after waiting period.

### **To Apply:**

Email a detailed cover letter, resume, and three (3) references to CARECEN's Chief Operations Officer, Becca Reed, at [becca@carecenny.org](mailto:becca@carecenny.org) with "Staff Attorney" in the subject line. Applications will be reviewed on a rolling basis until the position is filled.

*The Central American Refugee Center (CARECEN-NY) is an equal opportunity employer and embraces diversity. Immigrants, women, persons of color, LGBTQ and others are encouraged to apply.*