



Legal Director

Are you an experienced immigration attorney seeking a Legal Director position? Are you passionate about serving unaccompanied minors? Do you love starting new programs? Are you interested in working in a hybrid environment with a flexible schedule? If so, please consider applying for New England Justice for Our Neighbors' Legal Director position.

About New England Justice for Our Neighbors

New England Justice for Our Neighbors (New England JFON) is a Massachusetts-based 501(c)(3) organization providing free, expert legal services to low- or no-income immigrants seeking humanitarian immigration relief. Now in our 12th year of service, we are expanding to create a new program specifically focused on representation of unaccompanied minors. The program is intended to be fully launched by the end of 2024. Learn more about us on our website, newenglandjfon.org.

Position Summary

We seek a founding Legal Director to establish and oversee our new program and lead a small team representing unaccompanied youth. The primary service area for this program will be in Bristol, Essex, Middlesex, Norfolk, Plymouth, and Suffolk counties.

In addition to directly representing clients, the Legal Director will work collaboratively with the Executive Director to create the new program, establish policies and procedures for the provision of legal services, and hire, train and supervise additional legal staff. The Legal Director will oversee the new program and be responsible for its quality and compliance.

Salary range is \$90,000 - \$110,000 depending on experience. We offer a flexible hybrid schedule and competitive benefits. The ideal candidate will have experience representing unaccompanied minors and implementing new programs. We particularly welcome applicants with personal experiences related to our work.

Responsibilities

- In partnership with the Executive Director, establish the new unaccompanied minors program, including implementation strategy, metrics, policies, procedures, and quality control and data management systems. Work collaboratively with the Executive Director

to supervise and lead the unaccompanied minors program's staff, operations, and finances.

- Serve as an organizational leader, advisor, and resident expert on the special needs of unaccompanied minors and the provision of services to them.
- Carry a caseload of unaccompanied minors. Provide services to groups of unaccompanied youth approximately six times per year.
- Recruit, hire, and supervise legal staff. Provide ongoing mentoring for staff; support staff's professional development and growth. Develop and conduct staff training resources and curriculum; provide technical case assistance to staff.
- Ensure high-quality legal work and achievement of deliverables.
- Ensure data integrity through regular audits, maintaining technical fluency with case management system and contract reporting system, and ensuring data upkeep and accuracy by staff members.
- Support contract and grant submissions and reporting.
- Participate in local coalitions of various stakeholders supporting unaccompanied immigrant children.
- Participate in occasional community and fundraising events for New England JFON.

Required Qualifications

- J.D. and admitted to the Massachusetts bar
- At least 3 years' experience practicing immigration law, which should include representation of clients in humanitarian immigration claims such as asylum, Special Immigrant Juvenile Status, U visas, and T visas
- Experience working with children, preferably immigrant and refugee children, and/or working with survivors of abuse, human trafficking, or other trauma
- Experience supervising or mentoring attorneys and/or non-attorney staff
- Experience in program management tasks, such as project management, tracking deliverables, data reporting, hiring, and/or planning
- Demonstrated leadership, communications, organizational, problem-solving, and management skills
- Ability to work both independently and collaboratively and manage numerous priorities and emerging opportunities; ability to prioritize tasks and to delegate as appropriate
- Excellent attention to detail
- Experience working and communicating in a remote environment
- Empathy, cultural competency, and commitment to serving some of our most vulnerable neighbors
- Maintenance of confidentiality and strict adherence to all professional requirements for the practice of law
- Bilingual Spanish-speaker (preferred)

New England JFON requires client-facing staff to receive annual COVID and flu vaccinations with the exception of those who have medical or religious beliefs exemptions. Employees must

have access to personal transportation (mileage will be reimbursed) and to a work space suitable for carrying out computer tasks and remote meetings. A computer, printer/scanner, and hot spot will be provided. This position requires occasional work and travel outside of normal business hours.

Salary Range \$90 - \$110K depending on experience. This position is an exempt position.

Benefits include:

- Medical, dental, and vision insurance
- FSA
- 401(k) with an employer match
- Generous time off policy
- EAP

New England JFON is an equal opportunity employer. We welcome applicants of all identities with regard to race, ethnicity, ancestry, religion, sex, gender identity, sexual orientation, national origin, age, citizenship, marital status, physical ability, and veteran status. We particularly welcome applicants with personal experiences related to our work.

To apply: Send a resume and cover letter to [hiring@newenglandjfon.org](mailto: hiring@newenglandjfon.org).