



Staff Attorney

Are you an experienced immigration attorney passionate about serving unaccompanied minors? Do you enjoy shaping the direction of 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' Staff Attorney 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 Staff Attorney to join a small team representing unaccompanied youth. The primary service area for this program will be in Bristol, Essex, Middlesex, Norfolk, Plymouth, and Suffolk counties.

Salary range is \$65,000 - \$85,000 depending on experience. We offer a flexible hybrid schedule and competitive benefits. The ideal candidate will have experience representing unaccompanied minors and a team-oriented approach. We particularly welcome applicants with personal experiences related to our work.

Responsibilities

- Directly represent unaccompanied minors, performing ordinary functions of legal counsel including legal research and formulating the legal strategy for the case, conducting client interviews, appearing before immigration and/or state courts or agencies, and preparing all appropriate legal documentation, applications, and filings for clients.
- Provide services to groups of unaccompanied youth approximately six times per year.
- Produce high-quality legal work and achieve deliverables.
- Ensure data integrity by maintaining technical fluency with case management system and contract reporting system and carrying out timely and accurate data entry.
- 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
- 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
- Demonstrated communications, organizational, and problem-solving 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
- 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
- Experience working and communicating in a remote environment (preferred)
- 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 \$65,000 - \$85,000 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).