



Immigration Staff Attorney

Are you an attorney passionate about advocating for immigrants and making a meaningful impact on their lives? Are you interested in working in a hybrid environment with a flexible schedule? Do you enjoy collaborating to create new processes and programs? If so, 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 13th year of service, our service area spans from Western to Eastern Massachusetts and extends down through Bristol County. New England JFON served almost 400 clients in 2024.

Position Summary

We seek a full-time staff attorney to represent detained and non-detained clients in removal and bond proceedings before the Immigration Court, the Board of Immigration Appeals, related proceedings before the United States Citizenship and Immigration Services and, when appropriate, in Federal Court. Services will be provided through a new, contract-funded program.

We offer a flexible hybrid schedule and competitive benefits. While experience in immigration court is preferred, we welcome applications from candidates with a strong commitment to immigrant rights who are eager to learn and excel in this role. Salary range is \$75,000 - \$85,000 depending on experience. We particularly welcome applicants with personal experience related to our work.

Responsibilities

- Provide client-centered representation in immigration matters, 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.
- Handle a diverse caseload of detained and non-detained clients, ensuring high-quality and timely legal work.
- Participate in ongoing training and regularly scheduled team meetings to discuss individual cases, systemic concerns, and other topics as determined by supervisors.
- Ensure data integrity by maintaining technical fluency with case management system and contract reporting system and carrying out timely and accurate data entry.

- Participate in local coalitions of stakeholders and partners supporting immigrants.
- Participate in occasional community and fundraising events or activities for New England JFON.
- Strictly adhere to professional and ethical standards of legal practice.
- Perform additional duties as assigned.

Required Qualifications

- Licensed and in good standing to practice law in Massachusetts or another U.S. jurisdiction, and qualified to practice federal immigration law
- Strong legal research, writing, and case management skills
- Demonstrated communication, organizational, and problem-solving abilities
- Ability to work both independently and collaboratively
- Ability to manage multiple priorities and excellent attention to detail
- Empathy, cultural competency, and commitment to serving immigrants

Preferred Qualifications

- Proficiency in a language other than English
- Experience working and communicating in a remote environment
- Relevant clinical, internship, or work experience in immigration or public interest law

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 \$75,000 - \$85,000 depending on experience. This position is an exempt position.

Benefits include:

- Medical, dental, and vision insurance
- Generous paid time off
- Employee Assistance Program (EAP)

To apply: Send a resume and cover letter to hire@newenglandjfon.org.

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.