



Senior Staff Attorney

Are you an experienced immigration attorney passionate about humanitarian relief? 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' Senior 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, we serve clients through several programs with a service area across all of Massachusetts excepting the Cape and Islands. New England JFON served over 400 clients in 2025.

Position Summary

We seek a Senior Staff Attorney to join our small team. Time will be divided between two of our programs and will include establishing and managing a pro bono program. The ideal candidate will have previous immigration experience and a team-oriented approach and will be bilingual in English and Spanish. Salary range is \$90,000 - \$100,000 depending on experience. We offer a flexible hybrid schedule and competitive benefits. We particularly welcome applicants with personal experiences related to our work. We are also open to hiring someone for a part-time version of this position or as a contractor.

Responsibilities

- Directly represent clients, 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.
- Implement and oversee a pro bono program in collaboration with other agency staff.
- Attend legal clinics approximately twice per month.
- 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 immigration-serving organizations.
- Participate in occasional community and fundraising events for New England JFON.

Required Qualifications

- J.D. and admitted to the Massachusetts bar
- At least five 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 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
- Bilingual in English and Spanish (strongly preferred)
- Experience working and communicating in a remote environment (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 is \$90,000 - \$100,000 depending on experience. This position is an exempt position. Part-time and contract work will be compensated on a commensurate basis.

Benefits include:

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

To apply: Send a resume and cover letter to hr@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.