



The position will be hired contingent upon securing funding.

Staff Attorney, Immigrant Assistance Services

Job Description

Organization Overview

Background:

MIRA is the largest coalition in New England promoting the rights and inclusion of immigrants and refugees. With offices in Massachusetts and New Hampshire, we advance this mission through education and training, leadership development, institutional organizing, strategic communications, policy analysis and advocacy. MIRA is a dynamic and multi-ethnic coalition with more than 140 organizational members, including grassroots community organizations; refugee resettlement agencies; providers of social, legal and health services, faith-based organizations, and civil and human rights advocates. We organize and empower our members and allies, and together we mobilize immigrant communities to advocate for themselves and amplify and support their voices. MIRA is a respected leader on immigrant issues at the state and national levels, and an authoritative source of information and policy analysis for policymakers, advocates, immigrant communities and the media.

Job description:

The Immigrant Assistance Services (IAS) Staff Attorney is a part-time position (.6 FTE) to manage the provision of legal services through the Immigrant Assistance Services program. This program is funded by the Massachusetts Office of Immigrants and Refugees and includes the provision of legal screenings, referrals, and group legal orientations to immigrants in Emergency Assistance (EA) shelters across the state, as well as delivery of case management services for program participants.

The Staff Attorney will coordinate the delivery of limited legal assistance through subgrantees of the program, and will deliver group legal trainings, as needed. They will be responsible for



ensuring that legal assistance services are consistently delivered and that quality services are maintained.

The position will be hired contingent upon securing funding.

PRINCIPAL DUTIES & RESPONSIBILITIES

- Oversees the delivery of all legal services training, coordination and quality control for the IAS contract subgrantees on legal issues, including training at the time of program launch, and site visits and calls to manage delivery across partner sites.
- Manages the subgranting process for IAS funds for legal services, in coordination with the IAS Program Director, and ensures adequate services are provided in each region of the state.
- Tracks trends and developments in immigration law and shares information and training with service providers as needed
- Coordinates delivery of legal services across sub-granting partners.
- Provides legal group orientation sessions, as needed and coordinates group workshops for immigrants.
- When necessary to supplement partner work, conducts legal screenings and reviews screenings.
- Oversight of the evaluation and monitoring of IAS legal program outcomes, including data analysis.
- Other duties as assigned.

Key Relationships

- Interacts with IAS Program Director, Senior Director for Programs, direct reports, various government entities including ORI and DHCD, and subgranting community based organizations and legal service organizations and general public.

QUALIFICATIONS:

Education/Experience

- JD and active bar admission in any state
- Two or more years of immigration legal experience, preferably with individuals in removal proceedings



- Experience providing training on immigration legal topics
- Prior experience working with or mentoring DOJ Accredited Representatives a plus
- Prior experience with grants management required.

Skills/Specialized Knowledge/Abilities

- Ability to multi-task and work independently.
- Strong organizational skills including careful attention to detail and ability to meet deadlines, prioritize and manage multiple projects.
- Adept at process improvement.
- Ability to utilize data system tracking and reporting functions.
- Excellent written and verbal communication skills, including the ability in at least one language commonly spoken by immigrants in Massachusetts, such as Spanish, Haitian Creole or Portuguese.
- Ability to work with individuals across the spectrum of gender, race, religion, ethnicity, national origin, sexual orientation and socioeconomic background.
- Ability to maintain highest confidentiality standards
- Knowledge of case management and social services in Massachusetts a plus

Working Hours/Environment

- Part Time; 22.5 hours per week
- Flexible hybrid schedule with on-site and at-home work
- Travel to partner organizations across the state is a component of this position. Applicants must have a valid drivers license and access to a vehicle.

Salary Range

The salary range for the 6. FTE position is \$38,000 - 42,000 annually, depending on experience.

To Apply: To apply, email at hrrecruiting@miracoalition.org with a resume, cover letter, and portfolio, with "IAS Staff Attorney" in the subject line of the email.

MIRA is an equal-opportunity employer that celebrates diversity and seeks a broad representation of the communities served within its staff.



Job type: Part Time

Fully remote: Hybrid

Salary range: \$38,000 – \$42,000

Location: Boston, Massachusetts

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