



Staff Attorney, Immigration Advocacy Services (IAS) - 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 Staff Attorney for Immigration Advocacy Services (IAS) is responsible for providing comprehensive pro bono legal representation to individuals seeking asylum and other forms of immigration relief. This program is funded by the Massachusetts Office of Immigrants and Refugees and focuses on delivering legal and case management services to recently arrived immigrants residing in Emergency Assistance (EA) shelters throughout the state. The Staff Attorney plays a pivotal role in ensuring access to justice for vulnerable populations and advancing the organization's mission.

Responsibilities:

Client Intake and Legal Triage:

- Review all client intakes to prioritize time-sensitive legal needs.
- Ensure quality control by meticulously assessing case consultation notes to track legal outcomes and identify service gaps.

Technical Assistance and Collaboration:

- Provide technical assistance to case managers and shelter providers to enhance their understanding of legal complexities.
- Collaborate with partners and stakeholders to supplement their efforts or meet deadlines in time-sensitive cases.

Direct Legal Consultations:

- Offer legal consultations and advice directly to clients when necessary to address urgent legal issues.

Resource Development:

- Contribute to the development of written resources and practice support materials.
- Facilitate the sharing and distribution of these materials among pro se clients, legal partners, MIRA members, and other relevant stakeholders.

Onsite Legal Clinics:

- Assist in organizing and overseeing onsite legal clinics.
- Train and guide volunteers, review client files, and conduct quality control assessments of all pro se work on behalf of clients.

Assistance to Clients:

- Provide direct assistance to clients in filing motions to change venue, address changes, and applications for work permits and Temporary Protected Status (TPS).

Legal Training:

- Deliver legal training sessions to case managers, shelter providers, and non-legal partners to empower them in supporting the work of IAS.

Participation in Organizational Activities:

- Actively engage in all-staff events, including trainings, staff meetings, and staff retreats.

Other Duties:

- Perform other duties as assigned, contributing to the overall success of the organization and its mission.

Qualifications:

- Juris Doctor (JD) degree and a valid license to practice law in a U.S. state; pending bar applicants are welcome to apply.
- A deep commitment to social justice and immigration rights.
- Exceptional communication and interpersonal skills.
- Ability to work collaboratively in a diverse and dynamic team environment.
- A strong desire to continually learn and grow within the field of immigration law.
- Demonstrated organizational prowess and the capability to work independently.
- Fluency in relevant languages, if applicable, is considered a valuable asset.

Position Type: Full-time (37.5 hours per week).

Work Environment: A flexible hybrid schedule with a combination of on-site and at-home work.

Travel: Occasional travel to partner organizations across the state may be required. A valid driver's license and access to a vehicle.

Salary Range:

The salary range for the position is \$60,000 - \$65,000 depending on experience. The position is grant funded through June 30th 2024 with possibility for extension.

To Apply: To apply, email hrrecruiting@miracoalition.org with a resume and cover letter with “Staff Attorney IAS” 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 by its staff.

Job type: Full Time

Fully remote: Hybrid

Salary range: \$60,000 - \$65,000

Location: Boston, Massachusetts

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