



Center for New Americans

A Community-Based Education and Resource Center for
Immigrants and Refugees in Western Massachusetts

Center for New Americans seeks an experienced Immigration Attorney for a full-time position (37.5 hours/week 52 weeks/year) to lead the organization's busy legal services component.

Center for New Americans serves approximately 400 immigrant clients annually with such immigration legal services as application and preparation assistance for U.S. citizenship, applications for legal permanent residence, employment authorization, family petitions, and some humanitarian parole applications (Temporary Protected Status, occasional asylum applications). Center for New Americans does not assist with defense to deportation.

Responsibilities include:

- Supervision, mentoring, guidance of the immigration legal services team;
- Oversight and implementation of all Center for New Americans' immigration legal services following the organization's protocols from intake through application submission with an attention to rigorous documentation and database management;
- Intake review and consultation with prospective clients for determination of eligibility for legal services;
- Final review and signing of all USCIS and Consular applications for submission;
- Client representation for all USCIS application processes, including interview preparation;
- Collaboration with other Center for New Americans colleagues, which includes periodic provision of legal updates for teachers and advisors who work with students;
- Assistance to the Executive Director with long-term planning, grant submission, and grant reporting;
- Collaboration with community partners as requested

Interested candidates should send a cover letter, a resume, and a list of 3 professional references to hire@cnam.org. Applications will be reviewed upon receipt. This position is scheduled to start work in January 2025.

Center for New Americans is an Affirmative Action/Equal Opportunity Employer.

Center for New Americans (CNA) is a community-based, non-profit adult education center that provides the underserved immigrant, refugee and migrant communities of Massachusetts' Pioneer Valley with education and resources to learn English, become involved community members and obtain tools necessary to maintain economic independence and stability.