



## **Senior Staff Attorney, Training**

Safe Passage Project is a nonprofit organization that provides free lawyers to refugee children facing deportation. No child should face immigration court alone and our team works together to advocate for the fair, compassionate, and equal treatment of all immigrant children.

We are a relatively young organization, founded in 2013, that has grown extremely rapidly. We currently serve 700 clients with 12 staff attorneys, 3 paralegals, 3 social workers, and 400+ *pro bono* attorneys. We are an energetic, passionate, and hard-working team.

### **POSITION SUMMARY:**

The Senior Staff Attorney, Training will conduct substantive legal trainings for attorneys, develop Safe Passage Project resources and materials, and update existing written materials. The targeted trainings will include trainings to prospective *pro bono* attorneys and law firms, *pro bono* partners, external relationships, and Safe Passage Project staff. The Senior Staff Attorney, Training will also support local policy and advocacy efforts and liaise with key external partners. The Senior Staff Attorney, Training will maintain a limited caseload mentoring *pro bono* attorneys in providing legal representation in immigration and other related proceedings. The Senior Staff Attorney, Training is based full-time in our Tribeca, NYC office and reports to Deputy Executive Director, Gui Stampur with dotted line responsibilities to Deputy Executive Director, Desireé Hernández.

### **Responsibilities:**

- Conduct targeted legal trainings;
- Develop Safe Passage Project training resources and materials;
- Update current training resources, including extensive Special Immigrant Juvenile Status and Asylum manuals, sample documents, and case law resources;
- Work with the Deputy Executive Directors to assess external and internal training needs;
- Work with the Program Assistant in organizing and reporting on trainings;
- Support *pro bono* attorney recruitment, including through trainings;
- Maintain a caseload of mentored *pro bono* cases;
- Support policy and advocacy efforts and liaise with key external partners.

### **Qualifications and Requirements:**

- 5+ years of experience practicing immigration law in New York;
- Admission to the New York State Bar;
- Comfortable appearing in public and giving presentations;
- Experience working with *pro bono* attorneys and large firms;
- Excellent organizational and time management skills;
- Ability to work independently as well as collaboratively on an interdisciplinary team in a fast-paced environment;
- Could involve some evening work and potential for travel;
- Must be ready to grow and learn with the Safe Passage Project team.

**Salary:** \$65,000+, depending on experience.

**GENERAL INFORMATION:** The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified.

*Safe Passage Project is an equal opportunity employer. Women, people of color, LGBTQ people, veterans and people with disabilities are encouraged to apply.*

All interested applicants must email a cover letter, resume, and three references to [jobs\[at\]safeassageproject.org](mailto:jobs@safeassageproject.org). Incomplete submissions will not be considered. Please use the subject line “Senior Staff Attorney, Training” in your email.