

Senior Staff Attorney: Regional Immigration Assistance Center (RIAC)

The Erie County Bar Association Volunteer Lawyers Project (VLP) seeks a Senior Staff Attorney for our Buffalo, NY office to provide the legal support, training and resources necessary to assist New York indigent legal service attorneys and mandated representation providers regarding the immigration consequences arising from criminal and family court proceedings. This position will work under our Regional Immigration Assistance Center (RIAC) contract and the WNY Immigration Assistance Center project which is a joint effort of VLP and The Legal Aid Society of Rochester, New York (LASROC). We are open to the possibility of the attorney hired being located in Rochester, NY.



Duties/Responsibilities:

- Provide legal support, trainings, and technical assistance to attorneys in the 7th and 8th Judicial Districts of New York who provide mandated representation to noncitizens in criminal and family court proceedings. Generally, VLP covers the 8th Judicial District and LASROC covers the 7th, but there is substantial collaboration and some cross over.
- Advise mandated representation providers on potential immigration consequences as they relate to criminal charges/convictions/pleas, appellate and post-conviction relief options, and family court dispositions
- Arrange and present CLE trainings on topics that ensure *Padilla v. Kentucky*, 130 S.Ct. 1473 (2010) compliance to indigent legal service providers and 18-B attorneys assigned in criminal and family court matters
- Supervise the operations of the WNY Immigration Assistance Center which includes the collaboration with our subcontractor, LASROC
- Maintain the referral pipelines
- Track and report required data about the work in a timely and accurate manner
- Conduct outreach within the 7th and 8th Judicial Districts, in consultation with LASROC
- Work closely with 18-B attorneys and mandated representation providers, bar associations, nonprofit organizations, and other entities to develop and coordinate trainings and develop resource materials that address the intersections among criminal, family and immigration law
- Train/supervise/mentor administrative staff and interns that work under the RIAC contract
- Travel will be required (a driver's license and regular access to a vehicle are required)
- Variety of other duties and projects may be assigned

Requirements/Skills - Required:

- admitted to practice law in NY
- 3 or more years of experience in immigration law
- ability to work cooperatively with fellow staff, supervisors, interns, subcontractors, judges and attorneys
- strong oral and written advocacy skills
- willingness to work independently while also taking direction and operating as part of a team
- organizational ability required to juggle tasks efficiently
- must be comfortable making presentations to groups
- legal research software proficiency

Requirements/Skills – Preferred:

- fluency in Spanish
- admitted to the Western District of New York

TO APPLY: Please send a resume and a cover letter clearly explaining your interest and qualifications. Include contact information for 3 references and send your materials to: Robert Elardo, Executive Director/CEO, ECBA Volunteer Lawyers Project, Inc. 438 Main Street, 7th Floor, Buffalo, NY 14202 or email your materials to relardo@ecbavlp.com.

Applications will be reviewed as received.

VLP is an equal opportunity employer. Salary depends upon experience. Excellent benefits including fully paid health insurance, a cafeteria plan for dependent care and transportation costs, long term disability insurance, life insurance, 403b plan, Simple Employee Pension Plan, and generous leave time. Employee paid dental insurance is also available. The work atmosphere is congenial, respectful and flexible. For information on VLP, see www.ecbavlp.com