



August 2023

Description

Emerald Isle Immigration Center is seeking an entry-level Spanish and English speaking immigration attorney to join our exemplary organization in its' 35th year of service and help us deliver our mission.

The full time position will be based at our Woodside, Queens office location and the successful candidate will join our Immigration and Legal Services team led by a full time Director of Immigration Legal Services and supervising attorney. The successful applicant will manage a robust case load in addition to providing supervision to one additional team member.

The successful applicant will be a fluent Spanish and English speaker and able to conduct immigration legal counseling in both English and Spanish and will join a dedicated team of immigration professionals. S/he will manage the EIIC'S USCIS ESOL and Naturalization program and will acquire and maintain an existing caseload. S/he will assist clients with applications for US Citizenship, family-based petitions, consular processing, green card renewals and other humanitarian immigration benefits and representation, where appropriate. She/he will represent and advise clients in immigration and citizenship matters. She/he will represent EIIC at outreach and community events.

Requirements

Law Degree and current bar admission

At least one year of experience practicing immigration law, preferred

Passion for immigration work and demonstrated experience with non-profit work environment

Fluency in Spanish & English

Outgoing personality with the ability to provide superlative service to clients

Enjoy networking and outreach opportunities and interaction with clients and funders in a community based organization; occasional public speaking presentations

Solid writing skills (applicants may be requested to provide writing samples)

Salary range between \$60,000 and \$70,000 starting, with benefits.

Apply with resume and a cover letter to John Stahl via email at jstahl@eiic.org with subject line "Bilingual Immigration Attorney position" Position open until filled. No phone calls please

Emerald Isle Immigration Center is an Equal Opportunity Employer (EEO). All candidates for employment will be considered without regard to race, color, religion, sex, gender identity, sexual orientation, national origin, physical or mental disability, veteran status, or any other basis protected by applicable federal, state or local law.