



5/4/21

## **MANAGING ATTORNEY**

### **Immigration Unit**

**Greater Boston Legal Services (GBLS) is an Affirmative Action/Equal Opportunity/Accessible Employer and strives to ensure that our staff members reflect the diversity of the communities we serve.**

GBLS seeks a Managing Attorney for our Immigration Unit (IU). The IU represents clients at all stages of immigration proceedings and appeals, including noncitizens seeking representation in removal defense matters, defensive and affirmative asylum claims, special immigrant juvenile status petitions, VAWA self-petitions, "U" and "T" visas, and other immigration matters before the USCIS and EOIR, the BIA, and in the federal courts.

#### **Core Responsibilities:**

**The IU Managing Attorney is directly responsible for the following:**

- Leading and developing GBLS's Immigration Law Practice, including via legal assistance to individual clients, community groups, appellate practice, and law reform initiatives.
- Mentoring a team of approximately 7-10 attorneys, paralegals, fellows and Administrative Secretary/Legal Assistant.
- Creating & maintaining community connections to respond to present and emerging needs and to the diverse communities within Greater Boston.
- Maintaining an immigration caseload in keeping with other responsibilities.
- Participating in the GBLS management group on program-wide policy issues.
- In collaboration with Development, developing funding strategies and systems for managing and reporting on grants and building donor relationships.
- Collaborating with Human Resources to handle personnel issues in accordance with union contracts.
- Coordinating with the Co-Director of the Harvard Immigration and Refugee Clinic to meet GBLS' responsibilities under the Memorandum of Understanding with Harvard Law School.

**The IU Managing Attorney will be responsible for overseeing and supervising the following:**

- Staff supervision, professional development, training, and evaluations.
- Coordinating and managing the substantive legal work of staff attorneys, paralegal case handlers, and the unit Administrative Secretary/Legal Assistant.
- Ensuring the day-to-day operation of the unit.
- Collaborating with other substantive law units.
- Arranging for coverage of cases during emergencies.
- Tracking and reporting data needed for grants.

**Qualifications:**

- A minimum of 7 years of experience in legal services or similar advocacy experience including significant experience in systemic cases or projects.
- Significant experience in immigration law.
- Demonstrated ability to mentor, supervise and co-counsel effectively and in a collaborative manner that provides opportunities for growth and professional development.
- Excellent written and oral communication skills.
- Demonstrated ability to lead administrative projects.
- Strong and demonstrated commitment to immigration law.
- Demonstrated success in working with diverse client groups.

GBLS offers a competitive salary and generous benefits package, retirement contribution, a student loan repayment assistance plan for eligible attorneys, and generous PTO leave. Candidates should submit a letter of interest, resume and brief writing sample to the Personnel Department, via e-mail at [jobs@gbls.org](mailto:jobs@gbls.org). Please refer to **Job Code: IMM-MGR** when applying for this position. **Deadline is May 31, 2021** or until position is filled.

**GBLS values diversity and encourages applicants from a broad range of backgrounds.**