



Contract Attorney – Crime Victims Program

New Mexico Immigrant Law Center (NMILC) is seeking a Contract Attorney for our Crime Victims Program for a period of one year.

NMILC is a social justice organization whose mission is to advance equity and justice by empowering low-income immigrant communities through collaborative legal services, advocacy and education. Since its founding in 2010, NMILC has provided direct legal representation to more than 4,000 immigrants and has assisted more than 2500 immigrants through its group processing workshops and fairs. NMILC's model focuses on establishing relationships with local, state and national organizations and governmental institutions to expand access to legal services to historically marginalized immigrant communities.

Job Summary:

The Contract Attorney will provide direct representation on complex cases and training, technical assistance and mentorship to Staff Attorneys, paralegals, and volunteers. Frequent communication with the entire NMILC legal team and immigrant and advocacy organizations will be required. This is a one-year contract. Interested candidates should send a cover letter and resume to jobs@nmilc.org.

Essential Duties and Responsibilities:

- Provide direct representation on complex cases as needed;
- Provide technical assistance and support to staff;
- Conduct legal training for NMILC staff attorneys and paralegals.
- Provide training and oversee the work of volunteer attorneys and non-lawyer volunteers;

Qualifications:

- J.D. or equivalent legal experience and license to practice law in any state or district of the U.S.;
- Minimum of three years of immigration law experience required with significant experience with obtaining crime victim visas.
- Experience in the non-profit field preferred;
- Bilingual Spanish and English preferred;
- Excellent written, analytical, oral and organizational and time management skills;
- Demonstrated commitment to immigrant rights and social justice issues;

Key Competencies:

- **Interpersonal Skills:** High emotional intelligence and relational skills; must consistently demonstrate teamwork and positive day-to-day work relationships and interactions with staff, stakeholders, government officials and community members; listens and maintains

open to other's ideas; can facilitate team members bringing up different perspectives in a respectful way; effective at resolving interpersonal conflict

- **Managing people:** Supportive approach to supervision; Approachable, easy to work with and consult with. Strong commitment to mentorship, ability to identify strengths in supervisees/mentees, and ability to create atmosphere of encouragement and support among supervisees/mentees. Fosters quality focus in others; continually aims to improve processes and services; continually works to improve supervisory skills.