



## Supervising Attorney

New Mexico Immigrant Law Center (NMILC) is seeking a Supervising Attorney.

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 thousands more 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 Supervising Attorney will be responsible for supervision and management of the daily tasks associated with the provision of legal services. The Supervising Attorney will supervise a team of staff attorneys, paralegals, interns and volunteers, train and mentor pro bono attorneys, and maintain a caseload. The Supervising Attorney will identify new and creative ways to respond to internal and external needs in the delivery of legal services. Frequent communication with the entire NMILC legal team, funders, government officials, local bar associations and immigrant and advocacy organizations will be required. This position is based in Albuquerque, NM but may require some travel statewide. Interested candidates should send a cover letter and resume to [jobs@nmilc.org](mailto:jobs@nmilc.org).

### **Essential Duties and Responsibilities:**

- Perform supervisory responsibilities in accordance with applicable laws and the organization's standards, including planning, assigning, and directing work, appraising performance, creating plans for professional development, ensuring the maintenance of complete and accurate client records in the case management system, addressing complaints and resolving problems for employees and program participants;
- Provide support, training and mentorship to pro bono attorneys, volunteers, and law student interns on immigration cases and at legal clinics and ensure that volunteers are maintaining accurate and complete case records through Legal Server for all NMILC clients and projects;
- Supports Pro Bono Coordinator to assess attorney volunteer skills and staff capacity and expertise to ensure best possible volunteer experience.
- Conduct regular case audits of staff cases;
- Update and develop substantive training materials
- Conduct training for pro bono attorneys, staff attorneys and paralegals in a variety of cases and projects;
- Provide training and oversee the work of volunteer attorneys and non-lawyer volunteers;
- Review the merit of potential pro bono cases and resolve client problems and complaints.

- Provides legal representation to immigrants in immigration and other matters;
- Provide direct counsel and direct assistance to clients in complex cases with high potential for impact, such as those seeking relief from removal, appeals (cases that would not be appropriate for volunteers or newer staff attorneys);
- Identifies legal advocacy issues and legal service delivery needs and confer regularly with NMILC's staff and partner organizations to address them;
- Foster collaborative relationships with law firms, legal service providers, immigrant service providers, and advocacy organizations and represent NMILC as needed to these agencies.

### **Qualifications:**

- J.D. or equivalent legal experience and license to practice law in any state or district of the U.S.;
- Minimum of two years of immigration law experience and one year of supervisory experience. Experience in the non-profit field preferred;
- Bilingual Spanish and English required;
- Excellent written, analytical, oral and organizational and time management skills;
- Ability to travel as needed;
- Commitment to NMILC's internal organization values, which can be found at [www.nmiloc.org/values](http://www.nmiloc.org/values);
- Demonstrated commitment to immigrant rights and social justice issues;
- Family, employment, business, and criminal law knowledge and/or experience is a plus;
- Experience working with volunteers, immigrant communities, and/or in detention center settings is a plus;
- Experience with policy, advocacy and/or systems change work is a plus;

### **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.

NMILC is an equal opportunity employer: immigrants, transgender and gender non-binary individuals, and people of color are strongly encouraged to apply. NMILC is a progressive organization and applicants are expected to collaborate in an inclusive and diverse environment. We are a group of highly dedicated and motivated individuals seeking transformative change for our state and welcome anyone who is interested in being part of our team.

### **To Apply**

Send a cover letter and resume to [jobs@nmiloc.org](mailto:jobs@nmiloc.org).

