

Office for New Americans Legal Counsel  
Volunteer Lawyers Project of Onondaga County, Inc. (OnVLP)

**Agency Description:** The mission of the Volunteer Lawyers Project of Onondaga County, Inc. (OnVLP) is to provide access to justice through engaging the legal community in volunteer service to those in need. OnVLP collaborates with local legal and social service providers in the area to identify and address unmet needs. Our immigration program, in collaboration with Hiscock Legal Aid Society (HLA), serves a region covering 18 counties in Upstate New York.

**Position Description**

The Office for New Americans Legal Counsel will provide legal technical assistance to ONA Opportunity Centers and other immigrant service providers in our region, legal clinics at community based organizations throughout the region, direct representation for clients in need of such assistance, and conduct legal seminars and workshops. The ONA Legal has a partner ONA Legal Counsel at Hiscock Legal Aid Society, and is expected to work closely together with that person in carrying out the job requirements.

**Direct Representation:** the ONA Legal Counsel will have a caseload of 15 – 20 clients at a time, which should include cases and services including (but not limited to): Deferred Action for Childhood Arrivals (DACA), Asylum, U visas, T visas, Temporary Protected Status (TPS), Special Immigrant Juvenile Status (SIJS), Violence Against Women Act (VAWA), Removal proceedings, for those currently detained or not, including those with a prior order of removal, Work permits, Bond hearings, Board of Immigration Appeals (BIA), Federal litigation, Advanced parole, Family reunification, Family-based immigration, Complex naturalization, and Family guardianship.

**Support for ONA Opportunity Center:** The ONA Legal Counsel will provide support to the ONA Opportunity Center in the North Country, including:

- Naturalization Review – annual reviews of the naturalization application review process at each center.
- Consultation Days: Provide 10 consultation days at the Opportunity Center annually (together with the HLA ONA Legal Counsel).

**Legal Clinics:** Provide 10 legal clinics at locations other than the Opportunity Center in the service area annually (together with the HLA ONA Legal Counsel).

**Community Information Sessions:** ONA Legal Counsel will provide community information sessions on topics related to immigration, including Know Your Rights seminars, at community based organizations throughout the region. The Legal Counsel, in conjunction with their corresponding legal counsel at Hiscock Legal Aid, must conduct 8 sessions per year.

**Support for Immigrant Service Providers:** Connect with immigrant service providers throughout the region and answer their immigration law questions in a timely manner. Participate in local coalition and round table events regarding services for immigrants. Prepare and maintain

a referral guide regarding services for immigrants, new Americans and immigrant service providers.

**Pro Bono Engagement:** Engage pro bono attorneys and law students to provide legal assistance to immigrants and their families, including coordinating participate at legal clinics, education sessions, etc.

It is expected that with regard to all aspects of this work the ONA Legal Counsel will maintain thorough and detailed records of all activities, including client case files, outreach events, pro bono efforts, etc.

## **Job Qualifications**

### Minimum Qualification:

- Be a member in good standing of the bar of the highest court of any state in the country or U.S. territory

### Preferred Qualifications:

- Experience working with immigrant communities, and some training in immigration law
- A demonstrated commitment to public interest work
- Strong writing, communication, interpersonal, and organizational skills
- The ability to work collaboratively in a variety of contexts
- Prior experience in managing independent projects or assignments
- Spanish Language Proficiency
- Experience with volunteer coordination and/or community organizing

To apply, send a cover letter and resume, preferably in .pdf format, to Sally Curran, [scurran@onvlp.org](mailto:scurran@onvlp.org). Applications will be accepted until the position is filled.

Salary: DOE. Benefits package included. This job description is not an exclusive statement of the roles and responsibilities of the position. Other duties may be required.

*OnVLP is an equal opportunity employer.  
Diverse applicants are strongly encouraged to apply.*