



**Employment Opportunity
Managing Attorney – Silver Spring, MD**

ORGANIZATIONAL PROFILE

Ayuda is a 501 (c)(3) nonprofit organization dedicated to providing direct legal, social and language access services, education, and outreach to low-income immigrants in the Washington, DC metropolitan area. Since 1973, Ayuda has provided critical services on a wide range of issues, in the process acquiring nationally recognized expertise in several fields including immigration law, language access, domestic violence and human trafficking. Ayuda has office locations in Washington, DC, Silver Spring, MD and Falls Church, VA.

WHY YOU WANT THIS JOB?

- Because, just like everyone at Ayuda, you believe:
- In seeing communities where all immigrants succeed and thrive in the United States.
- In the overall success of our organization and all our programs.
- That families should be healthy and safe from harm.
- That all people should have access to professional, honest, and ethical services, regardless of ability to pay or status in this country.
- That diversity and equality make this country better.

WHAT WILL THIS JOB ENTAIL?

- Provide training, mentorship, and supervision to legal staff on Ayuda's Maryland immigration team and administrative support staff.
- Provide direct legal representation for a substantial caseload consisting of a variety of immigration matters including representation of clients in administrative and judicial proceedings; asylum-seekers; survivors of trafficking seeking a T-visa; victims of crimes seeking a U-visa; victims of domestic violence seeking relief under VAWA; minors seeking Special Immigrant Juvenile Status; and those seeking other forms of immigration relief and representation in immigration matters.
- Collaborate with Ayuda's social services staff to ensure the provision of holistic services.
- Prepare and submit grant proposals and reports in collaboration with Ayuda's legal director and grants team.
- Ensure the department's compliance with grant requirements and outcomes, in collaboration with Ayuda's legal director and grants team.
- Work with Ayuda's legal director and finance team to ensure appropriate program and grant financial management, including management of client fee-based legal services.
- Represent Ayuda at meetings and collaborations with other agencies.
- Conduct training and community outreach on immigration issues.

- Collaborate with and support the organization's legal team leadership across offices and programs.
- Collaborate with Ayuda's development department for fundraising initiatives, media requests, elevating our clients' voices, and publicity opportunities.

HOW DO YOU KNOW IF YOU CAN DO THIS JOB?

Eligibility:

- Must be legally able to work in the United States and maintain proper work authorization throughout employment. Must be able to meet the physical requirements of the position presented in a general office environment.
- Must be an attorney in good standing with the Maryland bar or immediately eligible for admission upon motion to the Maryland bar.
- Must have at least four years' immigration legal services experience or at least 7 years of other relevant legal experience, with strong preference for those with experience providing direct legal services to low-income immigrants and those with supervisory/management experience.

Additional Education/Experience/Skills:

- Supervisory experience, with at least two years of supervisory experience strongly preferred.
- Experience working with low-income immigrant populations and survivors of domestic violence, sexual assault, or other survivors of trauma.
- Fluency in Spanish or another language commonly spoken among immigrants in Maryland strongly preferred.
- Excellent written and verbal communications skills and flexibility highly desirable.
- Highly developed interpersonal and customer relationship management skills.
- Ability to maintain calm and reassuring demeanor with both internal and external contacts (including clients, partners, staff, government officials, and/or funders) while meeting obligations.
- Strong work ethic, resourcefulness, and ability to maintain confidentiality.
- Ability to communicate with a variety of people, both internal and external.
- Ability to work collaboratively in a team environment, including within the Virginia legal team and across Ayuda's offices and teams.
- Ability to initiate and follow through on work independently.
- Ability to work in a fast-paced environment.
- Detail-oriented approach.
- Excellent time management skills.
- Ability to meet assigned deadlines.
- Ability to adapt to changing priorities.
- Strong ethics and sound judgment.
- Demonstrated decisiveness, with ability to exercise independent judgment.
- Proven ability to develop and maintain a positive team environment.
- Ability to mentor, train and provide career path guidance to staff.

- Proficiency in Microsoft Office, experience with LegalServer, or other electronic case management systems strongly preferred.

SALARY AND BENEFITS:

The salary is commensurate with experience: an individual with the minimum four years of relevant experience would receive \$79,000 and more experienced individuals may receive up to \$90,000. Ayuda's compensation package includes robust benefits such as medical and dental insurance, long-term disability insurance, life and AD&D insurance as well as an employer-provided retirement match. All federal holidays are observed, and Ayuda offers paid leave for the week of Christmas through New Year's Day in addition to generous paid sick, personal, and annual leave. This position is exempt for overtime purposes. This position is eligible for part-time telework consistent with Ayuda's telework policies.

TO APPLY:

Please apply with a resume and cover letter. Writing samples may be requested. Applications will be considered on a rolling basis until the position is filled. Apply early for full consideration.

[Managing Attorney - MD](#)

EQUAL OPPORTUNITY EMPLOYMENT STATEMENT:

Ayuda is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, or protected veteran status and will not be discriminated against on the basis of disability.

We believe that a diversity of experiences, opinions, and backgrounds is integral to achieving our mission and vision. We celebrate diversity and seek to leverage the passion, energy, and ideas of a culturally diverse team. Individuals with lived experiences similar to those of the clients whom we serve are particularly encouraged to apply, as are others from traditionally underrepresented groups in the legal profession.