



**Employment Opportunity
Supervising Attorney – Fairfax, VA**

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 legal representation and advice in civil protection orders and family law cases (child custody, child support, and divorce) in DC Superior Court;
- Advocate on behalf of clients in related criminal matters;
- Stay current on relevant laws and policies by attending training and conferences and reviewing changes to laws, policies, and court rules and procedures;
- Represent Ayuda at local coalition meetings and participate in local and national advocacy initiatives;
- Train area service providers and government agencies, including law enforcement;
- Conduct outreach presentations to potential clients and partner agencies;
- Collaborate with Ayuda's Social Services and Immigration staff to ensure the provision of holistic services;
- Assist with preparation of grant applications and reports.
- Other duties as assigned.

WHAT WILL THIS JOB ENTAIL?

- Supervise several immigration staff attorneys or senior staff attorney in addition to potentially supervising a legal assistant and/or legal interns.
- Provide direct legal representation to low-income immigrants in a variety of matters before the Executive Office for Immigration Review (EOIR), the US Citizenship and Immigration Service (USCIS), with a focus on serving immigrant survivors of intimate-partner violence and vulnerable children and youth.
- Provide legal representation to children either in ORR custody or formerly in ORR custody released to custodians in Northern Virginia, including representation in removal proceedings, state court custody matters in Virginia, and applications for other forms of relief before USCIS.
- Provide legal representation to clients in especially difficult and/or novel cases, including appeals.
- Participate in Ayuda's efforts to bring about systemic change on behalf of our clients, including but not limited to participating in cases likely to have an extensive impact, working on amicus or other appellate briefs, and participation in notice and comment process on proposed regulations.
- Where necessary, advocate on behalf of clients who have been victims of crimes, including human trafficking, in interactions with law enforcement.
- Represent Ayuda and our clients at local and regional stakeholder, coalition, and advocacy meetings.
- Stay current on relevant laws and policies by attending trainings and conferences and reviewing new laws, regulations and court rules.
- Assist with preparation of grant applications, grant administration, and reports.
- Other duties as assigned.

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 a member in good standing of the Virginia bar or immediate eligibility for admission upon motion to the Virginia bar required.
- Must have at least three years' experience practicing immigration law, including removal defense experience and experiencing representing survivors of trauma.

Additional Education/Experience/Skills:

- At least one year of experience as an attorney litigating child custody and/or guardianship petitions strongly preferred.
- At least one year of experience supervising legal assistants, paralegals, and/or legal interns required, with experience supervising other attorneys strongly preferred.
- Knowledge of a second language required, with Spanish language skills preferred (other languages commonly spoken by Ayuda's clients include Tagalog, French, Ixchil, other indigenous languages spoken in Central America, Portuguese, Arabic, and Amharic).

- Strong legal, organizational and time-management skills.
- Excellent oral and written communication skills.
- Ability to work independently and as part of a diverse, multidisciplinary team.
- Availability to begin work approximately October 1 or earlier preferred.
- Demonstrated commitment to social, racial and economic justice.

SALARY AND BENEFITS:

The salary is commensurate with experience and consistent with Ayuda's attorney salary scale, with an anticipated starting salary of \$71,000 for an attorney with three years of relevant experience. 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 resume and cover letter. Writing samples may be requested. Please note that cover letters are required.

We strongly encourage you to consider the following in drafting a persuasive cover letter:

- Demonstrate an awareness of the work that Ayuda does in the community.
- Speak to your skills and qualifications for the job, including but not limited to relevant legal experience, bar admissions, and bar admissions.
- Provide context for why you want to do this work and what qualifies you to work with survivors of trauma and/or children specifically.
- Provide detail about your supervisory experience, regardless of title held in your prior position(s).
- Demonstrate strong writing skills and attention to detail.

Applications will be considered on a rolling basis until the position is filled. Apply early for full consideration.

[Supervising Attorney - VA](#)

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.

