



**POSITION TITLE:** Director of Legal Programs, Immigration Legal Services

**Full Time:** 40 Hours per week

**Status:** Exempt

**Reports to:** Executive Director

### **SUMMARY:**

The Rian Immigrant Center is seeking a Director of Legal Programs who will supervise Rian's team of immigration attorneys, and provide oversight of the supervision of Rian's BIA Accredited Representatives, Program Associates, interns, pro bono attorneys and volunteers. The Director of Legal Programs will also provide oversight on a number of grant-funded projects and partner service level agreements and will provide direct immigration legal services to low-income immigrants, refugees, and asylees.

Rian provides more than 2,000 legal consults a year, and full case representation before U.S. Citizenship and Immigration Services for over 600 immigrants. We assist low-income immigrants gain legal status, work authorization, and to reunite their families so they can become empowered, reach stability, and move out of poverty. We also assist eligible immigrants in becoming U.S. citizens, guiding them throughout the application process and representing those with complex cases. We work in partnership with others to support for immigrant patients, homeless families and immigrant youth.

### **RESPONSIBILITIES:**

- Support the mission and values of Rian by demonstrating a commitment to social justice and equity; actively participating in Rian's efforts toward being an anti-racist organization; and value, promote, and integrate anti-racist ideas and policies into our work.
- Recruit, mentor and supervise legal staff, including:
  - Staff attorneys and pro bono attorneys
  - The Supervising Attorney, which includes assuming overall responsibility for weekly consultations, clinics, intake and our case selection and case management process
  - The Manager of Medical-Legal Partnerships
  - Interns, volunteers, and law fellows
- Ensure fulfillment of ethical and professional standards, and that quality legal services are provided.
- Provide regular feedback and evaluations to staff, interns and volunteers.
- Identify professional development opportunities, career development for staff, volunteers, and interns.
- Develop protocols for maintaining ethical and professional standards, as appropriate and as required by the rules of professional responsibility, for client interactions, record keeping, etc.
- Provide expert immigration consultation and representation to Rian clients.
- Keep apprised of developments in immigration law and provide information and training to other staff.
- Leads program integration with Rian's Resource and Support Services and Education Services.
- Demonstrate leadership as an active participant of Rian's leadership team.
- Collaborate with Director of Legal Counsel on advocacy, policy, and impact litigation work.
- Collaborate with Rian's Executive Director and Director of Finance to create and implement annual program budget including responsibility for ILS fee collections.
- Perform other tasks as required by the Executive Director.

### **QUALIFICATIONS**

- A law degree and admission to a U.S. state bar (Massachusetts preferred; by transfer of UBE acceptable).
- A minimum of 6 years of experience practicing immigration law, including representation before USCIS.
- A minimum of 3 years of experience supervising attorneys.
- Excellent leadership, interpersonal, communication, organizational and problem-solving skills.
- Proficiency with Microsoft Office and database management.
- Preferred fluency in Spanish.

### **ABOUT THE RIAN IMMIGRANT CENTER**

Rian Immigrant Center offers a comprehensive, multi-service approach to supporting families from more than 126 countries. Rian provides the immigration legal, resource and support services, and educational support immigrants need to gain stability, security, and build pathways to success. Rian was founded in 1989 by a group of immigrants, and we have assisted over 40,000 immigrants make successful transitions to new beginnings in New England.

In addition to our services, rooted in the tradition of welcoming others and social justice, we help newcomers find community, and stand up for immigration policies that are humane and just. We are proud to continue the tradition of welcoming immigrants to this country and working together to create a better future for all. Rian strives to intentionally create an environment for staff, individuals we serve and others, that fosters intercultural belonging, and is anti-racist and equitable. We are committed to valuing and promoting anti-racist ideas and policies.

**Working at Rian:** Our staff of thirty; immigration attorneys, social workers, educators, youth workers and others, bring enthusiasm and a commitment to our mission and the work at the Center. We work as one team. Our generous benefits package includes health benefits, 20 vacation days, 15 holidays, 5 sick days, a 403(b) plan, and occasional off-site community building time together. For more information on the Rian Immigrant Center, please see [www.riancenter.org](http://www.riancenter.org).

To apply, please submit your cover letter and resume to [career@riancenter.org](mailto:career@riancenter.org)