

Job Title	Legal Advisor – Legal Initiatives
PVN ID	VA-1706-001865
Category	Instruction and Social Service
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	Office of the Senior University Dean of
Status	Full Time
Annual Salary	\$80,000.00 - \$92,000.00
Hour(s) a Week	35
Closing Date	Aug 08, 2017 (Or Until Filled)

General Description

Program Description

The City University of New York (CUNY), as the public university system of New York City, has long maintained a strong bond with the New York City community and engages in efforts to address various social issues affecting City residents, including immigration.

The Mayor's Office of Immigrant Affairs (MOIA) works to promote the well-being of immigrant communities by recommending policies and programs that facilitate successful integration of immigrant New Yorkers into the civic, economic, and cultural life of New York City.

CUNY and MOIA have partnered to develop and implement ActionNYC, a citywide initiative to provide immigration legal services at scale and to build capacity within legal and community-based organizations.

Position Description

CUNY, in partnership with MOIA, is hiring a Legal Advisor to advance the goals of ActionNYC and access to immigration legal services citywide.

MOIA's Legal Initiatives team manages and promotes innovative access to justice programs for immigrants including ActionNYC and NYCitizenship and makes policy recommendations with respect to the City's immigration legal services funding and programming.

Responsibilities

Major responsibilities of the Legal Advisor include, but are not limited to:

- Advise on program design and implementation as it relates to the provision of immigration legal services;

- Conduct ongoing assessment of the City's immigration legal needs and make recommendations for how these needs can be best filled;
- Review immigration-related content for publically circulated informational materials, including those used by MOIA in citywide Know Your Rights presentations, on MOIA's and ActionNYC's website, and other materials;

Other Duties

- Work with the pro bono community and legal service providers to identify and fill rapid response needs; and
- Attend or lead relevant inter-governmental, inter-agency, and public events, as needed.

The Legal Advisor will be employed by CUNY and will work within the Legal Initiatives team at MOIA, reporting to the Executive Director of Legal Initiatives.

Qualifications

- A law degree with at least four years of relevant professional experience is required;
- Understanding of immigration legal services in the nonprofit sector;
- Strategic thinker with an ability to identify innovative solutions to challenges;
- Ability to juggle multiple priorities;
- A proven record of providing analytical and technical expertise for complex, interdisciplinary projects involving multiple constituents;
- Excellent written, verbal, and interpersonal communication skills;
- Comfortable in a fast-paced, dynamic working environment;
- Demonstrated ability to work effectively with diverse partners and stakeholders;
- Availability to work flexible hours and occasional weekends;
- Advanced knowledge of MS Office (i.e., Microsoft Word, Excel, PowerPoint);
- Understanding of New York City government and current city affairs, is a plus;
- Experience in grantmaking or philanthropy, is a plus.

The Research Foundation of the City University of New York is an Equal Opportunity Employer. To apply, submit cover letter, resume and three references.