Equal Justice Works Fellow

Job Title: EJW Disaster Resilience Fellow
Date Posted: Nov. 15, 2021 (Open until filled)
Category: Full time
FLSA Status: Exempt

The New Mexico Immigrant Law Center seeks diverse and dynamic applicants for two-year full-time attorney position at New Mexico Immigrant Law Center as an Equal Justice Works Fellow in the Disaster Resilience Program. The fellowship ideally begins January 10, 2021.

The New Mexico Immigrant Law Center (NMILC) is a social justice organization whose mission is to advance equity and justice by empowering low-income immigrant communities through collaborative legal services, advocacy, and education. Each year we provide direct legal representation and assistance in immigration matters to thousands of immigrants and advocate for laws and policies that respect the rights of immigrants.

The New Mexico Immigrant Law Center has been selected by Equal Justice Works an implementing partner of Equal Justice Works’ Disaster Resilience Program. Equal Justice Works is the nation’s largest facilitator of opportunities in public interest law. The Disaster Resilience Program is a national, professional Fellowship program for attorneys designed to mobilize legal aid in disaster prone areas to ensure vital legal services are accessible, comprehensive, and responsive to the unique needs of individuals, families, and communities. The program is funded by private and foundation donors and supplemented by Equal Justice Works.

An Equal Justice Works Fellowship is an opportunity to transform your passion for equal justice into a career. As a Disaster Resilience Fellow, you will be part of a prestigious cohort of 14 attorneys hosted by legal services organizations across the United States. All Fellows will provide direct legal services and assistance to underserved communities who are most in need or facing special barriers to accessing services before, during and after a disaster. In addition to providing legal services, Fellows will conduct outreach and educational presentations to communities and community organizations to increase disaster preparedness and resilience.
As a Fellow, you will develop experience and skills to be a leader in social justice while contributing to a broader community of practice serving disaster survivors and individuals living in disaster prone areas. As a cohort, Fellows are expected to actively participate in peer-to-peer learning and required trainings delivered by Equal Justice Works and training partners throughout the year. In addition, Fellows will attend Equal Justice Works' Leadership Development Training in October 2022 and 2023 and the American Bar Association’s Equal Justice Conference in Spring 2022.

The selected Fellow will be employed by the New Mexico Immigrant Law Center to fulfill all fellowship duties at a local level. The fellow will report to a Managing Attorney at the New Mexico Immigrant Law Center for day-to-day supervision, mentoring and performance evaluation.

Fellowship responsibilities include:

- Providing direct legal assistance– legal screening, advice, brief service, full-scope representation, and pro bono assistance through legal clinics and referrals – to immigrant and asylum seekers in New Mexico facing legal barriers to equitable disaster recovery during and after COVID-19
- Build key stakeholder relationships in furtherance of the Fellowship objectives; creating, fostering and cultivating partnerships among the disaster legal community, legal service providers and community social service providers
- Strategizing, planning and conducting training and outreach to communities and community organization, including contributing to Equal Justice Works Disaster Resilience Awareness Month (March 2022 and 2023); sharing information and resources for disaster survivors and attorneys supporting communities affected by disasters; engaging in peer-to-peer learning with Equal Justice Works Disaster Resilience Fellows across the country
- Actively contributing to and participating in Disaster Resilience Program cohort activities (resources exchanges; mandatory webinars and conference calls; and training events, including Equal Justice Works Leadership Development training in fall 2022 and 2023)
- Exercising leadership competencies as an Equal Justice Works Fellow
- Contributing to required programmatic reporting and overall program evaluation
- Support efforts to identify opportunities for volunteer engagement and contributing to blogs or other communication platforms.
- Perform other duties as assigned.

QUALIFICATIONS

The following are the minimum levels required to successfully perform the essential job duties and responsibilities.

- JD degree.
- License to practice law in NM or seeking admission to the bar
- Previous legal services experience - Asylum/Detention, Economic Justice or Disaster Law related legal experience a plus.
- Bi-lingual in Spanish/English. Additional language skills a plus.
- Proven leadership skills with strong work ethic
- Demonstrated commitment to social justice, with a desire to increase access to justice for disaster survivors and achieve results
- Outstanding verbal and written communication. Experience with delivering training and presentations a plus
- Alignment with Equal Justice Works and New Mexico Immigrant Law Center mission and vision.
- Exceptional interpersonal and organizational skills
- An ability to work collaboratively in a multi-disciplinary setting to facilitate a coordinated community response and provide holistic services to clients.
- Experience working with people from diverse backgrounds, including low-income populations, people who are marginally housed, incarcerated people, people who have experienced trauma, immigrants, LGBTQ individuals, people of color and/or persons with disabilities.

Please note all Fellows are expected to fulfill the complete duration of the Fellowship and will be required to sign a Fellowship Agreement with Equal Justice Works

Environment
NMILC is an equal opportunity employer: immigrants, transgender and gender non-binary individuals, and people of color are strongly encouraged to apply. NMILC is a progressive organization and applicants are expected to collaborate in an inclusive and diverse environment. We are a group of highly dedicated and motivated individuals seeking transformative change for our state and welcome anyone who is interested in being part of our team.

Due to the COVID-19 Pandemic, NMILC’s staff is largely working remotely. This position is usually based out of our Albuquerque office. If the successful candidate is hired while NMILC’s staff is still remote, we will work with that candidate to ensure that they have the tools, equipment, and digital onboarding to be successfully integrated into our remote work environment. As national and state guidance allows, the attorney will be expected to be physically present in Albuquerque.

Salary and Benefits
Equal Justice Works Disaster Resilience Program attorney will receive an annual salary and benefits through the New Mexico Immigrant Law Center. Starting salary for a fellow position is $50,024 for a law graduate and $60,320 for a licensed attorney with upward adjustments for additional years of relevant experience. For example, for someone with 5
years of relevant experience, the annual salary would be $67,912. NMILC is proud to currently offer a generous benefits package, including:

- 100% of premiums for excellent health, vision and dental plans, including coverage for qualifying family members
- Access to a 401K plan and discretionary employer match up to 10% (determined each fiscal year based on funding projections)
- Access to an optional Flexible Spending Account for pre-tax funds for medical and/or dependent care cost.

NMILC also recognizes the value in supporting the needs of staff outside of work and that investing in staff’s ability to take care of themselves and their families enables them to do their best work. In this effort, we currently:

- Provide flexible work schedule and remote work during the COVID-19 pandemic.
- Provide leave of 15 paid vacation days during the first year of employment and an additional two days of leave each year after two years of employment, 35 paid holidays (including federal holidays and 2 weeks for winter break, 1 week for spring break, and 1 week for summer break, in coordination with the local public school schedule), 10 paid health-related days;
- Provide up to 5 hours of paid break/meal time each week

APPLICATION INSTRUCTIONS
Please submit your: a) resume; and b) cover letter describing how your lived or work experience would make you a good fit for this role to jobs@nmilc.org. Applications will be accepted on a rolling basis until the fellowship positions are filled.

The New Mexico Immigrant Law Center is an Equal Opportunity Employer.