



## **LEGAL DIRECTOR**

### **Job Description**

**Department:** Legal Services  
**FLSA Status:** Exempt  
**Salary:** \$70,000 - \$85,000 based on experience  
**Reporting:** Reports directly to the Executive Director

#### **Summary:**

The Legal Director will lead the development of legal strategies, advocacy programs, and initiatives to eradicate labor trafficking and identify ways to enhance our programs to provide legal support for immigrants in vulnerable situations.

#### **Benefits:**

- Hybrid Position
- Flexible hours
- 401K
- Health benefits including Medical, Dental and Vision
- Life Insurance
- Comprehensive PTO package
- Professional Development Assistance
- FMLA, and many other benefits!

#### **Duties and Responsibilities:**

- Lead and supervise all legal strategies and initiatives aimed at combating human trafficking
- Collaborate with government agencies, NGOs, and other stakeholders to enhance anti-trafficking laws and enforcement
- Provides day-to-day leadership and oversight of the agency's advocacy and legal work.
- Manage individual caseloads of trafficking clients and represent them before USCIS, DOJ-EOIR, and ICE.
- Advocate on behalf of trafficking clients with law enforcement, including accompanying them to interviews, court proceedings, and other interactions, as well as assisting with applications for continued presence and visa endorsements.
- Work with outreach staff to screen potential victims of human trafficking and make legal determinations regarding their eligibility for assistance under the law.
- Create and implement policies and programs to improve legal protections for victims.
- Work with social services and case management staff to ensure comprehensive services for clients

- Organize and lead training sessions on human trafficking and legal options for trafficking victims
- Offer support on immigration representation for trafficking victims to attorneys
- Set program benchmarks, recommend improvements, develop reporting standards, ensure accountability, and make program development suggestions to the Executive Director.
- Participate in strategic planning, including supporting grant writing and other fund development activities.
- Develops and implements innovative methods to maximize agency resources and effectively address agency mission and grant requirements.
- Provide recommendations to the Executive Director to enhance the agency's policies and procedures.
- Conduct legal research and analysis to support our advocacy efforts.
- Collaborate with the Executive Director in recruiting and hiring legal team members.
- Conduct annual job performance reviews and assist with the development of professional development plans for team members.
- Participate in local, state, and national councils, boards, committees, etc. to address identified program issues and concerns.
- Collaborate with the Outreach team as needed to develop content for newsletter articles, social media, annual report, and other publications, as well as live and recorded video and audio content.
- Take part in the agency's Steering/Management Team with the Executive Director and act as Director when needed.
- Provide legal advice to the agency, review contracts, and other legal documents.
- Perform related tasks consistent with skills and abilities and general responsibilities as assigned by the Executive Director.
- Complete other tasks as needed.

**Preferred Qualifications:**

- **KNOWLEDGE & ABILITIES:** The Legal Director will have excellent writing and spoken abilities, be flexible, able to multitask, and be organized. The Legal Director will also have a sincere desire to work with low income trafficking survivors, their families, law enforcement, and other stakeholder agencies.
- **EDUCATION / EXPERIENCE:** JD or LLM degree and admission to practice law with at least five years experience in immigration law and providing services to human trafficking survivors.
- **COMPUTER SKILLS:** Must have prior knowledge of Microsoft Office Suite programs (Word, Excel, Access, Publisher, Outlook); legal research software (Lexis, Westlaw, AILA Link). Familiar with basic office technology such as faxing, emailing, and copying.
- **WORK ENVIRONMENT:** The work environment characteristics described here are representative of those the employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- This job is to be performed primarily in a remote environment. The employee is regularly required to work on the computer which may require a lot of “screen time.” The employee is also regularly required to travel both locally and within all of New York State to meet with stakeholders, potential victims, and to represent clients, to attend training, or as needed. Valid driver’s license and access to a vehicle are required.
- **PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the essential functions of this job, the employee is regularly required to sit for long periods of time, or to travel by car.

*The Western New York Coalition of Farmworker Serving Agencies is a 501(C)(3) organization and was organized to allow agencies to collaborate and provide various services to migrant and seasonal farmworkers in Western New York. We come together to coordinate services, to identify gaps, to share common problems and to assist farmworkers by taking joint action on mutual concerns according to the consensus of the group.*

**To Apply:** Complete our application online at [WNYCFSA EMPLOYMENT APPLICATION](#) or apply in [INDEED](#)

*The WNY Coalition is an equal opportunity employer. All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status. If you require a reasonable accommodation to complete an application, please contact us at [admin@wnycfsa.org](mailto:admin@wnycfsa.org)*