



JOB DESCRIPTION
IMMIGRANT JUSTICE LEGAL ASSISTANT
(posted November 23, 2016)

Application Deadline – Open Until Filled
Applications reviewed on a rolling basis.

Job Title

Legal Assistant, Immigrant Justice

FLSA Status

Full-Time, Non-Exempt

Supervisor

Staff Attorney, Immigrant Justice

Description of Lawyers' Committee for Civil Rights

Lawyers' Committee for Civil Rights of the San Francisco Bay Area (Lawyers' Committee), founded in 1968, works to advance, protect and promote the legal rights of communities of color, low-income persons, immigrants, and refugees. Assisted by hundreds of pro bono attorneys, Lawyers' Committee provides free legal assistance and representation to individuals on civil legal matters through direct services, impact litigation and policy advocacy. Learn more at www.lccr.com.

General Summary of Work Performed

One of the organization's longstanding programs is its nationally-recognized asylum program, which provides *pro bono* legal representation to hundreds of asylum-seekers and unaccompanied minors, by matching indigent refugees with *pro bono* attorneys from the private bar and staff for direct representation. The Legal Assistant plays a critical role in coordinating the asylum program by screening and interviewing potential clients, connecting indigent refugees with *pro bono* attorneys, immigration specialists, interpreters and other volunteers, preparing cases for direct representation, maintaining case files, conducting community outreach, and supporting the work of the Lawyers' Committee immigrant justice team. In addition to the Legal Assistant's primary work on immigration related direct services, the person in this position will also collaborate with the team, led by two attorneys, and observe the overall work of the practice, which includes policy and impact litigation.

Overview of Essential Duties and Responsibilities

1. *Case Preparation:*
 - Prepare asylum applications, client declarations, and immigration filings in the immigration court, the asylum office, and other courts or agencies as needed;
 - Translate documents (e.g., Spanish/English) and interpret at immigration interviews.

2. *Managing Immigration-Related Intakes:*
 - Screen calls and, where appropriate, set up and confirm client appointments;
 - Conduct in-depth interviews of asylum-seekers, research country conditions, and, if the case is accepted, prepare case memoranda;
 - Supervise and train law clerks and volunteers to conduct intake interviews, as needed.

3. *Coordinating LCCR's Pro Bono Asylum Program and Volunteer Interpreters:*
 - Conduct outreach to and maintain regular communication with refugee clients, and keep track of relevant deadlines for asylum-seekers for whom LCCR is seeking pro bono representation;



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- Prepare regular communications (e.g., e-mail blasts to attorney volunteers) with descriptions of new cases, and respond to interested volunteers;
 - Coordinate volunteer interpretation, translation, and other immigration specialist support for client matters;
 - Coordinate quarterly check-ins with clients and volunteers with open cases;
 - Participate in program events (e.g. legal workshops, clinics, etc.), as needed.
4. *File Management and Grant Reporting:*
- Maintain and organize client and program files
 - Assist with grant reporting and data entry, as needed.
5. Other duties as assigned by supervisor or management. This position may require some evening and weekend activities.

Overview of Knowledge, Skills, & Abilities Required

LCCR is seeking applicants with the following qualifications:

1. Proficiency in written and spoken Spanish.
2. Excellent written and oral communication skills.
3. Must be organized, detail-oriented, and able to multi-task and meet deadlines with minimal supervision. Prior experience coordinating volunteers or task management strongly preferred.
4. Prior experience working with immigrant communities and/or in immigration law (particularly Asylum and Special Immigrant Juvenile Status) strongly preferred.
5. Strong knowledge of Microsoft applications, including Outlook, Word, and Excel (including mail merge and other functions) is required. Prior experience using client management databases, especially Salesforce, preferred.

Compensation

This is a paid, full-time position. General work hours are Monday-Friday, 9:00 a.m.-5:00 p.m. in our San Francisco office. LCCR offers a competitive salary commensurate with experience and a generous benefits package, including medical, dental, vision, disability, and other benefits.

To Apply

Applicants should submit a: (1) cover letter; (2) resume; (3) three references; and (4) a brief writing sample (max. five pages) to:

Tiara Morris, Lawyers' Committee for Civil Rights

By Email*: careers@lccr.com (*Subject Line – IJ Legal Assistant Application)

By U.S. Mail: 131 Stuart Street, Suite 400, San Francisco, CA 94105

Applications will be reviewed on a rolling basis. Position will remain open until filled. Lawyers' Committee for Civil Rights is an affirmative action/equal opportunity employer. People of color, LGBTQ candidates, women, persons with disabilities and individuals over 55 are encouraged to apply.