



JOB DESCRIPTION **STAFF ATTORNEY (IMMIGRANT JUSTICE)**

Job Title

Staff Attorney

FLSA Status

Full-Time, Exempt

Supervisor(s)

Legal Director

Description of Lawyers' Committee for Civil Rights

The Lawyers' Committee for Civil Rights of the San Francisco Bay Area (LCCR) advances the rights of immigrants, refugees, and communities of color, with a specific focus on low-income communities and a long-standing commitment to African Americans. We are a multifaceted organization combining direct legal services, policy advocacy, communications and impact litigation strategies.

General Summary of Work Performed

LCCR is expanding its Immigrant Justice team and seeks an experienced attorney to serve as a critical member of the legal team. The attorney will perform high level legal work to implement the organization's mission driven legal strategies through impact litigation, policy advocacy, and direct services. Specifically, within the Immigrant Justice program area, the attorney is responsible for: (1) identifying, initiating and leading impact litigation; (2) developing and directing policy advocacy work; (3) overseeing the direct services legal clinic(s), including intake, screening, placement, and tracking of *pro bono* cases by staff; (4) providing legal training and support for *pro bono* counsel; and (5) supervising program staff attorney(s) and administrative personnel. The attorney will maintain close ties with community organizations serving our client population, and will work cooperatively with the private bar to bring *pro bono* resources to bear on issues of racial, immigrant, and economic justice. Key issue areas for work in the immediate future are expected to concentrate on Immigrant Justice issues, including asylum, detention, education, post-conviction relief, employment, and other forms of discrimination on the basis of race and status.

Overview of Essential Duties and Responsibilities

1. Identify, investigate, and analyze civil rights issues appropriate for the organization to address through litigation, policy advocacy, and direct services in the Immigrant Justice program area and its intersection with other LCCR programs. Strategically select and use appropriate advocacy tools to create change on those issues consistent with the organization's mission and program priorities.

2. Lead and manage impact litigation on our civil rights docket, including all phases of case development (e.g., investigation, discovery, legal research, etc.), retaining and working with clients, finding and recruiting *pro bono* co-counsel, advising on legal strategies and client matters, drafting and reviewing filings and correspondence, trial advocacy, appellate advocacy, and other related litigation matters. Litigation includes individual suits and class actions in state and federal court at the trial and appellate levels.

3. Oversee and manage direct legal services in the areas of asylum, unaccompanied minors, U-Visa, post-conviction relief, and other immigration cases. This includes supervision and



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guidance of client intake, screening, *pro bono* placement and internal tracking/monitoring of cases. Supervise staff attorneys, paralegals, law students, fellows, volunteers, and other staff in the Immigrant Justice program. Represent individual clients, as needed, on an emergency basis or consistent with the organization's approved program strategies.

4. Advocate legislatively and administratively on behalf of clients and community groups, including representing clients and/or groups before administrative bodies, drafting regulations and legislation, and providing technical assistance to policy makers.

5. Maintain and establish relationships to strengthen the organization's ties with grassroots, grasstops and legal organizations, including providing advice and counsel to community groups and working with organizations to identify new impact litigation and policy advocacy for the organization to lead. Represent Lawyers' Committee at key coalition, task force and community meetings, and obtain feedback from community stakeholders regarding legal needs and strategies.

6. Assist, as needed or assigned, with our other legal programs and clinics.

7. Proactively seek opportunities to engage in public education and media advocacy in consultation with Communications staff to strengthen impact litigation and project work.

8. Appropriately maintain accurate case, program and other work files, including digital client files, case related timekeeping records, and other documentation of work performed consistent with the organization's data maintenance and storage systems.

9. Work to further the Committee's short- and long-term goals as requested, including, without limitation, contributing to organizational development/fundraising efforts, strategic planning initiatives, communications strategies, and providing other support on internal matters as identified or assigned by the Legal Director or management.

10. Work performed may require some evening and weekend activities.

Overview of Knowledge, Skills & Abilities Required

1. Member of the California Bar in good standing with a minimum of 5+ years of litigation experience. Experience in immigration preferred.

2. Knowledge of and demonstrated leadership in civil rights law advocacy.

3. Excellent oral and written communication skills.

4. Strong supervision, mentoring, and training skills.

5. Proficiency in a foreign language (particularly Spanish) and prior experience working with/ties to low-income communities of color and immigrant communities in Northern California.

6. Ability to plan and coordinate own work, litigate independently, develop and implement non-litigation strategies, and meet deadlines with minimal supervision.

7. Values working cooperatively with others, both within the organization and in the community.



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Compensation

Salary based on experience. Excellent benefits package, including medical, dental, and vision.

To Apply

Applicants should submit a: 1) cover letter; 2) resume; 3) relevant writing sample(s); and 4) contact information for a minimum of four references to:

Immigrant Justice Team

Lawyers' Committee for Civil Rights of the San Francisco Bay Area

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

By U.S. Mail:

131 Steuart Street, Suite 400

San Francisco, CA 94105

Lawyers' Committee for Civil Rights is an affirmative action/equal opportunity employer. People of color, LGBT candidates, women, persons with disabilities and individuals over 55 are encouraged to apply.