



JOB ANNOUNCEMENT: SENIOR ATTORNEY, IMMIGRANT RIGHTS
(Potential Office Locations: San Francisco, mid-Peninsula, East Palo Alto, and San José)
Applications reviewed on a rolling basis

Community Legal Services in East Palo Alto (CLSEPA) seeks a full-time, senior immigrant rights attorney. The attorney will advocate with schools, law enforcement agencies, and other government agencies and participate in litigation to challenge abusive and unlawful practices. The attorney will have the opportunity to work in one of our current offices (in San Francisco and East Palo Alto) or potential new offices (in the mid-Peninsula and San José).

CLSEPA is a legal services non-profit that improves the lives of low-income families. We specialize in immigration, housing, and economic advancement. Our legal advocates work side-by-side with low-income communities, predominantly communities of color in East Palo Alto and the Peninsula, to bring about lasting change.

Essential Duties and Responsibilities *(Training to be provided as needed)*

1. Identify issues appropriate for local and state policy advocacy and litigation in the areas of immigrant rights
2. Advocate legislatively and administratively on behalf of clients and community groups
3. Engage in litigation, including individual suits, class actions, and *amicus* briefs in state and federal court at the trial and appellate levels.
4. Maintain and establish relationships with community partners, including providing advice and counsel to community groups and working with organizations to identify new potential litigation
5. Participate in community outreach events and presentations and engage in public education and media advocacy
6. Train, mentor, and supervise staff, volunteer attorneys and law students working on immigrant rights issues
7. Assist with fundraising needs, including drafting proposals, preparing grant reports, and advocating for expanded resources to assist immigrant communities

Knowledge, Skills, & Abilities

1. Bar membership required
2. A minimum of 5 years of experience as an attorney
3. Proficiency or fluency in Spanish preferred
4. Commitment to serving low-income populations and communities of color
5. Ability to relate to and communicate with a broad range of clients and colleagues
6. Excellent written and oral communication skills
7. Values working cooperatively with others, both within the organization and in the community
8. Position requires participation in occasional weekend and evening events and clinics

Salary: Commensurate with experience. Competitive benefits package.

To Apply: Please send resume, cover letter, writing sample, and list of three references to Human Resources, Community Legal Services in East Palo Alto, 1861 Bay Rd., East Palo Alto CA 94303 or email jobs@clsepa.org with “Immigrant Rights Attorney” in the subject heading. No calls please. **In your cover letter, please address the following in order for your application to be considered.** CLSEPA’s clientele is extremely diverse, and the majority of our clients are low income persons of color. It is critical that our staff work effectively in all cross-cultural situations, with clients, with our coworkers, and with the community, and that we create an inclusive and respectful workplace in which differences are acknowledged and valued. ***How do you think your personal background or experiences, professional or otherwise, have prepared you to contribute to our commitment to cultural humility and diversity amongst our staff?*** Feel free to think broadly about your response to this question, applying various aspects of your life and personal experiences.

CLSEPA is an equal opportunity/affirmative action employer that provides equal employment opportunities to all qualified employees/applicants in all of our employment practices without regard to race, religion, color, sex or gender (including gender identity, pregnancy, childbirth, lactation, pregnancy-and childbirth-related medical conditions), sexual orientation, national origin, ancestry, age, uniform-service member/veteran status, marital status, medical condition, physical or mental disability, taking/requesting statutorily protected leave, or any other basis protected by law.