



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

Community Legal Services in East Palo Alto (CLSEPA) seeks a full-time, immigration attorney. Our immigration services include U visas, asylum, special immigrant juvenile status, and other relief. We specialize in representing immigrants in detained and non-detained removal proceedings. The attorney will be expected to work in all aspects of the immigration program and provide mentorship to pro bono attorneys. 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 San José and the mid-Peninsula)

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. Provide legal advice and counsel on immigration issues, including participating in immigration clinics and assisting with emergency cases
2. Provide legal representation in immigration matters before U.S. Citizenship and Immigration Services, Immigration and Customs Enforcement, the Immigration Court, and Board of Immigration Appeals
3. Manage a diverse case load
4. Train, mentor, and supervise volunteer attorneys and students working on immigration cases and volunteering with the immigration program, clinics and workshops
5. Participate in community outreach events and presentations
6. Maintain and establish relationships with community partners and immigration service providers
7. Assist with fundraising needs related to immigration, including drafting proposals and preparing grant reports

Knowledge, Skills, & Abilities

1. Bar membership required
2. Fluency in Spanish required
3. Commitment to serving low-income populations and communities of color
4. Ability to relate to and communicate with a broad range of clients and colleagues
5. Excellent written and oral communication skills
6. Knowledge of immigration law, as reflected in coursework, internships, and/or post-graduate legal experience; 2 or more years of immigration experience preferred
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 “Immigration Staff 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.