

LEAD ATTORNEY COORDINATOR **Bi-lingual English/Spanish** **The Northern California Collaborative for Immigrant Justice** **Full-Time**

The Justice & Diversity Center of The Bar Association of San Francisco (JDC) currently has an exciting opportunity for a **Lead Attorney Coordinator for the Northern California Collaborative for Immigrant Justice** to be part of the team!

About JDC:

JDC is a non-profit organization that provides free legal services to low-income and indigent individuals through staff and volunteer based services. Each year more than 1,900 volunteer attorneys, interpreters, law students and college students work with JDC staff to serve nearly 8,500 indigent clients. JDC's holistic advocacy approach seeks to address the social service needs of clients in addition to their legal needs.



About the Northern California Collaborative for Immigrant Justice:

The mission of the Northern California Collaborative for Immigrant Justice (NCCIJ) is to increase capacity and resources at Bay Area non-profit organizations so all detained persons under the jurisdiction of the San Francisco Immigration Court are represented by competent counsel. More than forty groups, including dozens of non-profit Bay Area immigration legal service providers, law school clinics, public defenders offices, and other organizations in Northern California that represent and advocate for individuals and families in immigration court are in collaboration under the NCCIJ to increase opportunities for legal representation and advocacy for detained immigrants. NCCIJ is one of the first collaboratives of its kind in the country. Currently, three non-profit organizations specializing in detained removal defense have been funded through private foundations to provide pro bono representation to the detained population in the San Francisco Immigration Court. The long-term goal of the NCCIJ is to ensure that all persons in detained and non-detained removal proceedings have access to high-quality legal representation, irrespective of their ability to pay for it.

About the Job:

The **Lead Attorney Coordinator for the Northern California Collaborative for Immigrant Justice (NCCIJ)** is housed at the Justice & Diversity Center of The Bar Association of San Francisco under funding provided through private foundations. The role of **Lead Attorney Coordinator for NCCIJ** is to serve as the chief legal strategist for the pro bono representation provided through the NCCIJ funding, as well as through anticipated local and state government funding, for detained immigrants on the dockets at the San Francisco Immigration Court. The Lead Attorney Coordinator will coordinate resources, trainings, referral systems, and oversee and participate in the Attorney of the Day Program administered by the LRIS. In addition, the Lead Attorney Coordinator will be the NCCIJ's liaison with the San Francisco Immigration Court to coordinate court policy and communications as it relates to the detained dockets and the Attorney of the Day Program. The Lead Attorney Coordinator will provide oversight on grant deliverables, participate in stakeholder meetings, lead legal roundtables, organize special trainings and otherwise work closely with the NCCIJ Immigration Case Coordinator and the Immigration Legal Director and Lead Attorney for the San Francisco Immigrant Legal Defense Collaborative (SFILDC) through which pro bono representation is coordinated for unaccompanied minors and families with children on the surge dockets of the San Francisco Immigration Court. The successful candidate will have the following:

EDUCATION & EXPERIENCE

- ▶ J.D. is required
- ▶ Minimum of 8 years of experience representing individuals in removal proceedings in Immigration Court
- ▶ Experience working with detained immigrants and their families

SKILLS & REQUIREMENTS

- ▶ Bi-lingual in English/Spanish
- ▶ Excellent oral and written communication skills
- ▶ Ability to think creatively and strategically, and exercise good judgment in implementing and applying policies appropriately
- ▶ Ability to render astute legal analysis of detained case issues and lead case strategy roundtables
- ▶ Facility with and familiarity with empirical data and interpretation to evaluate the effectiveness of representation
- ▶ Ability to effectively coordinate with supervising attorneys at participating NCCIJ, the San Francisco Immigrant Defense Collaborative (SFILDC), and other non-profit organizations housing funded attorneys for detained work
- ▶ Facility with designing systems and solutions for organizing efficiencies within the NCCIJ and the Attorney of the Day program for the detained population
- ▶ Ability to multi-task in a high volume, fast-paced environment and independently prioritize with high attention to detail
- ▶ Ability to build and maintain relationships with partners of the NCCIJ, private and public funders and San Francisco Immigration Judges and Court Staff
- ▶ Ability to be self-directed and work both independently and as part of a team
- ▶ Knowledge of Microsoft Office, LawLogix

Why Work for Us:

We offer a collaborative work environment, a progressive work culture, and a wonderfully diverse staff. Additionally, we are a mission and values based organization.

We also offer a generous benefits package that includes: a choice of medical insurance plans, dental insurance, vision insurance, pretax commuter, health, and dependent care accounts, employer paid short- and long-term disability insurance, life insurance, and a retirement and profit-sharing benefit, and more.

To find out more about JDC, please visit our website at www.sfbar.org/jdc.

To Apply:

Starting salary is competitive with other nonprofits. JDC is strongly committed to diversity and encourages applications from people who can contribute to our diversity.

Please submit your resume and cover letter by **January 31, 2017** to: BASFjobs@sfbar.org (please reference NCCIJ Immigration Case Coordinator in the subject heading) or Human Resources, JDC, 301 Battery Street, Third Floor, San Francisco, CA 94111.

No phone calls please. Due to the amount of resumes we receive each day, we will not be able to respond individually with the status of your application.