



**CENTRAL AMERICAN RESOURCE CENTER  
CENTRO DE RECURSOS CENTROAMERICANOS**

## **Full Time Immigration Attorney**

<b>Job Title:</b>	Immigration Attorney
<b>Status:</b>	100% Time
<b>Starting Salary:</b>	Salary commensurate with experience, plus benefits, including medical, dental, vision, long term disability, and life insurance
<b>Reports To:</b>	Legal Program Director
<b>Program Address:</b>	3101 Mission St. Ste. 101 San Francisco, CA 94110

### **CARECEN of San Francisco**

CARECEN is a non-profit organization established in 1985. CARECEN seeks to empower and respond to the needs, rights, and aspirations of underserved communities by providing health, legal and educational services to the Latino and immigrant population of Northern California. CARECEN works for social and economic justice through grassroots immigrant community empowerment. CARECEN offers legal/immigration, clinical, tattoo removal/violence prevention, obesity prevention, promotoras de salud parent leadership development and family wellness case management/family advocacy services.

### **Essential Duties and Responsibilities**

- Conduct initial client intake/consultations and evaluate eligibility for immigration benefits
- Provide full-scope representation to individuals facing removal before the San Francisco Immigration Court and the U.S. Citizenship & Immigration Services (USCIS)
- Volunteer at the San Francisco Immigration Court Attorney of the Day program
- Participate in the San Francisco Rapid Response Network, a network that provides support to families facing detentions and removal proceedings
- Maintain accurate, complete and confidential case files
- Engage in outreach, education, and advocacy in the area of immigrant rights
- Participate in administrative program meetings, agency meetings, and collaborative meetings, as deemed appropriate

### **Required Qualifications**

- J.D. and a member in good standing of any state bar (\*California strongly preferred)
- Minimum of two to three years of experience working as an immigration attorney
- Strong bi-lingual (English and Spanish) language competency, including the ability to write basic correspondence in Spanish (\*bi-cultural preferred)
- Physical requirements: able to sit and work at a desk for up to 7.5 hours, lift up to 20 lbs, sufficient mobility to work in standard office/courtroom settings



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**Qualifications Criteria:**

- Experience working with low income immigrant communities
- Experience handling asylum, cancellation of removal, and U Visa in addition to having a broad knowledge of current immigration laws to effectively issue spot in consultations
- Experience in working with clients in removal proceedings
- Strong problem-solving, and analytical skills
- Excellent organizational, interpersonal, and communication skills
- Ability to work effectively and collaboratively- strong team player
- Ability to manage and prioritize workflow with minimal supervision
- Ability to address ever changing community legal needs within a limited resources context
- Commitment to work with immigrants and to advance immigrant rights movement, particularly among the Latino immigrant community
- Experience in organizing, political advocacy, or activism
- Knowledge and understanding of the political and historical context of immigrant communities and civil rights issues in this country. Ability to effectively work and communicate with diverse groups of individuals, including representatives of government, foundations, and grass roots organizations
- Knowledge in basic PC applications (i.e. Word, Excel, Access, Power Point, Immigration Pro., Lawlogix)
- Experience supervising legal interns and fellows

**To Apply:**

This is an immediate opening. Applicants are encouraged to apply as soon as possible.

**Application deadline: As soon as possible**

Please submit your cover letter, resume, short writing sample and 3 references by email to Laura Sanchez [laura@carecensf.org](mailto:laura@carecensf.org), or by mail at the following address:

Attention: Laura Sanchez  
CARECEN, 3101 Mission Street, Suite 101,  
San Francisco, CA 94110