ICWC Immigration Center for Women and Children

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Los Angeles, CA 90014
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San Diego
427 C Street
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San Diego, CA 92101
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3543 18th Street
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San Francisco, CA 94110
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Oakland
1440 Broadway
Suite 402
Oakland, CA 94612
Tel: 510.251.0150
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www.icwclaw.org

Two Staff Attorney Positions: Oakland and San Francisco

The Immigration Center for Women and Children (ICWC) seeks two full-time staff attorneys, one for each of our Bay Area offices (Oakland and San Francisco). ICWC is a non-profit legal organization providing affordable immigration services to underrepresented immigrants in California. ICWC strives to provide security and stability for children who are abused, abandoned or neglected and for immigrants who are victims of domestic violence, sexual assault and other violent crimes. The offices primarily work with federal immigration laws that allow victims to apply for work authorization and permanent residency. More information about ICWC is available at www.icwclaw.org.

Duties and Responsibilities:

The attorney will work with other attorneys and legal assistants. The attorney will be responsible for providing direct immigration legal services to victims of domestic violence, sexual assault and other violent crimes. Duties include: conducting client intake, case assessment, and ongoing case management; researching and drafting legal documents; attending court hearings; and regularly using Microsoft Office, Abacus software and forms, and Google Docs/Sheets. The attorney will work collaboratively with social service and law enforcement agencies. The attorney will primarily work with providing relief under the Violence Against Women Act (VAWA), the U visa, and Deferred Action for Childhood Arrivals (DACA); the attorney may also work on Asylum and Special Immigrant Juvenile Status (SIJS) cases. The attorney will supervise legal assistants, law students and other volunteers.

The San Francisco attorney may also represent non-detained immigrants in removal proceedings. Representation includes bond proceedings, all stages of removal proceedings in immigration court (including hearings on non-detained docket after release), appeals to the Board of Immigration Appeals, applications with the United States Citizenship and Immigration Services, release planning with social service agencies, and liaising with criminal attorneys. The attorney would work together with the SFILDC - San Francisco Immigrant Legal Defense Collaborative, of which ICWC is a member.

Requirements:

- **Juris Doctorate** degree
- **Active bar admission** or **awaiting February 2017 bar** results
  - Any state, California bar preferred (but not required)
- **Spanish language fluency**: oral and written.
  - The position requires the ability to communicate daily through oral and written communications in both Spanish and English. The attorney will meet independently with monolingual Spanish speakers. Please do not apply if you are unable to fluently communicate in both Spanish and English.
- **Immigration law practice**: **0-5 years**

Other Qualifications:

- *Preferred* U visa, VAWA, removal defense experience (including law school clinic experience and internships)
- Strong writing skills and meticulous attention to detail

- A demonstrated interest in low-income legal services and/or a commitment to civil liberties and immigrants' rights
- Ability to work effectively with victims of domestic violence and sexual assault
- Ability to work effectively and communicate with law enforcement, representatives of government and English/Spanish media

Compensation: Salary is $53K-$69K, commensurate with experience. Benefits package includes medical, dental, vision, generous paid time off, retirement plan, FSA (flexible spending account for healthcare and commuting expenses), and reimbursement for preventative wellness activities. *A relocation stipend is also available.*

To Apply: Please email Jessica Farb, Directing Attorney in San Francisco, jessicafarb@icwclaw.org with subject line "Staff Attorney ICWC Bay Area", the following, preferably in pdf format: (1) cover letter, (2) resume, (3) at least 3 references, and (4) brief writing sample.