



ICWC Immigration Center for
Women and Children

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www.icwclaw.org

Staff Attorney Position in San Francisco

The Immigration Center for Women and Children (ICWC) seeks a full-time staff attorney for our San Francisco office. 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 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; and attending court hearings. 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, Asylum and Special Immigrant Juvenile Status (SIJS).

Requirements:

- Juris Doctorate degree
- Active bar admission
 - 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.
- Immigration law practice: 1-5 years
 - Removal defense, U visa, SIJS and VAWA experience preferred (including law school clinic experience and internships)

Other Qualifications:

- 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 commensurate with experience. Benefits package includes medical, dental, vision, 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 send a cover letter, resume and brief writing sample to Suzanne McCormick, Executive Director, at suzanne@icwclaw.org with subject line "ICWC SF Staff Attorney."