Justice & Diversity CENTER
THE BAR ASSOCIATION OF SAN FRANCISCO

JOB POSTING

SFILDC ATTORNEY OF THE DAY ATTORNEY COORDINATOR

Bi-lingual English/Spanish

The San Francisco Immigrant Legal Defense Collaborative

Part-Time, 28-hours/week

The Justice & Diversity Center of The Bar Association of San Francisco (JDC) currently has an exciting opportunity for an **Attorney of the Day Attorney Coordinator for the San Francisco Immigrant Legal Defense Collaborative (SFILDC)** 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. The mission of JDC's Immigrant Legal Defense Program (ILDP) is to increase access to justice and protect the due process rights of low-income and unrepresented immigrants facing deportation. ILDP builds legal capacity and resources in Northern California so agencies are better coordinated and equipped to defend individuals in deportation proceedings in the San Francisco Immigration Court.

About the San Francisco Immigrant Legal Defense Collaborative:

The San Francisco Immigrant Legal Defense Collaborative (SFILDC) is a collective of 15 San Francisco organizations that provide free, high-quality, culturally competent legal services to adults, children, and families in removal proceedings. JDC serves as the SFILDC's legal lead and provides services coordination, legal training, technical assistance, and advocacy support to member agencies.
The City and County of San Francisco originally established the SFILDC in 2014 in response to the unprecedented numbers of Central American unaccompanied children and families who were entering the U.S., fleeing violence in their home countries. In January 2017, the City and County of San Francisco expanded the mandate of the SFILDC to represent not only children and families, but any San Francisco resident, detained or non-detained, in removal proceedings before the San Francisco Immigration Court. The mission of the SFILDC is to provide direct legal representation, informed advocacy, and technical assistance to protect immigrants' rights and advance universal access to counsel.

About the Job:

The **Attorney of the Day Attorney Coordinator for the SFILDC** is housed at the Justice & Diversity Center of The Bar Association of San Francisco under funding provided through the City and County of San Francisco. The role of **SFILDC AOD Attorney Coordinator** is to oversee the AOD Program and coordination across the detained, non-detained and juvenile dockets at the San Francisco Immigration Court. The AOD Attorney Coordinator will recruit, train and supervise AODs in the JDC AOD Program, with a priority towards training the attorneys and partner agencies in the SFILDC in immigration court skills and procedures, and will regularly participate as an Attorney of the Day; conduct follow up consultation with respondents identified in court; and analyze the data and data collection systems in the program. The AOD Attorney Coordinator will create training, protocol and legal materials for volunteer attorneys who serve as AODs and otherwise work closely with the SFILDC Lead Attorney and partners to design legal policies and strategies to protect the interest of indigent or pro se respondents

before the Court. On behalf of the SFILDC and JDC, the AOD Attorney Coordinator will serve as liaison with EOIR judges and staff other government agencies and assist with the creation of informational materials for unrepresented respondents at the Court. Along with the SFILDC Lead Attorney Coordinator, the AOD Coordinator will assist in supervising the SFILDC non-attorney staff members housed at the JDC with respect to the AOD program and participate in regular legal roundtables for the SFILDC and other collaborative efforts. The successful candidate will have the following:

EDUCATION & EXPERIENCE

- California licensed immigration attorney
- Minimum of 3 years of experience representing individuals in removal proceedings in Immigration Court, with experience in all forms of immigration relief
- Experience in community partnership building
- Experience with presenting, teaching and mentoring junior attorneys

SKILLS & REQUIREMENTS

- Bi-lingual in English/Spanish
- Excellent oral and written communication skills
- Ability to analyze data and present statistics, trends and outcomes to clearly communicate results
- Ability to think creatively and strategically, and exercise good judgment in implementing and applying policies appropriately
- Ability to render astute legal analysis of cases
- Facility with and familiarity with empirical data and interpretation to evaluate the effectiveness of representation
- Ability to be self-directed and work both independently and as part of a team
- Experience with Microsoft Excel and Word, Adobe Acrobat and PowerPoint
- Experience with LawLogix and Law Lab, a plus

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 to: **BASFjobs@sfbar.org** (please reference SFILDC AOD Attorney Coordinator in the subject heading) or Human Resources, JDC, 301 Battery Street, Third Floor, San Francisco, CA 94111. The job will remain open until filled.

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.