COMMUNITY LEGAL SERVICES IN EAST PALO ALTO

JOB ANNOUNCEMENT: IMMIGRATION FELLOW (2 fellowships available)
Duration of Fellowship: One Year (potential extension based on funding)
Potential Office Locations: East Palo Alto, Mountain View, Redwood City, Burlingame or San Francisco
Applications reviewed on a rolling basis

The CLSEPA Immigration Fellowship is open to law graduates and attorneys with up to two years of legal experience. Previous immigration law coursework and experience are a plus but not required for this fellowship. CLSEPA is non-profit agency whose mission is to provide transformative legal services that enable diverse communities in East Palo Alto and beyond to achieve a secure and thriving future. We serve low-income and working class populations, predominantly communities of color in the areas of immigration, immigrants' rights, housing, employment, consumer, and reentry law. We maximize our impact by coupling direct services with community education, technical assistance, policy advocacy, and impact litigation. Our current immigration services include U visas (for immigrant crime victims who assist law enforcement), asylum, special immigrant juvenile visas (for abused, abandoned, and neglected children), and other forms of relief. We offer legal representation to immigrants in removal proceedings and have recently established an immigrant rights practice focusing on advocacy and litigation to challenge abusive and unlawful practices.

Essential Duties and Responsibilities ***(Training to be provided as needed)***

1. Provide legal advice and counsel on immigration issues, including participating in immigration clinics and assisting with emergency cases.
2. Provide legal representation in immigration matters before U.S. Citizenship and Immigration Services, the Immigration Court, and Board of Immigration Appeals.
3. Manage a diverse case load.
4. Participate in community outreach events and presentations, including occasional weekend and evening events and clinics.

Knowledge, Skills, & Abilities (*Required*)

1. Open to candidates with a J.D. (with up to 2 years of post-graduate legal experience) and candidates who will be graduating from law school and sitting for the bar this summer.
2. Fluency in Spanish.
3. Commitment to serving low-income populations and communities of color.
4. Excellent written and oral communication skills
5. Ability to relate to and communicate with a broad range of clients and colleagues
6. Values working cooperatively with others, both within the organization and in the community

Salary: Salary range is $56,000 – $60,000 (depending on experience). Benefits include medical, vision and dental insurance, life and disability insurance, and paid leave. CLSEPA also offers a flexible spending plan, for qualified health and child care expenditures.

To Apply: Please send resume, cover letter, writing sample, and list of three references to Human Resources, Community Legal Services in East Palo Alto, 1861 Bay Rd., East Palo Alto CA 94303 or email jobs@clsepa.org with "Immigration Fellow 2018" in the subject heading. No calls please. **In your cover letter, please address the following in order for your application to be considered.** CLSEPA's clientele is extremely diverse, and the majority of our clients are low income persons of color. It is critical that our staff work effectively in all cross-cultural situations, with clients, with our coworkers, and with the community, and that we create an inclusive and respectful workplace in which differences are acknowledged and valued. **How do you think your personal background or experiences, professional or otherwise, have prepared you to contribute to our commitment to cultural humility and diversity amongst our staff?** Feel free to think broadly about your response to this question, applying various aspects of your life and personal experiences.

CLSEPA is an equal opportunity/affirmative action employer that provides equal employment opportunities to all qualified employees/applicants in all of our employment practices without regard to race, religion, color, sex or gender (including gender identity, pregnancy, childbirth, lactation, pregnancy- and childbirth-related medical conditions), sexual orientation, national origin, ancestry, age, uniform-service member/veteran status, marital status, medical condition, physical or mental disability, taking/requesting statutorily protected leave, or any other basis protected by law.