



CENTRAL AMERICAN RESOURCE CENTER
CENTRO DE RECURSOS CENTROAMERICANOS

Full Time Immigration Attorney

Job Title:	Immigration Attorney
Status:	100% Time
Starting Salary:	Salary range: \$75,000-\$80,000, commensurate with experience, plus benefits, including medical, dental, vision, long term disability, and life insurance
Reports To:	Legal Program Director
Program Address:	3101 Mission St. Ste. 101 San Francisco, CA 94110

CARECEN of San Francisco

Founded in 1986, CARECEN SF empowers and responds to the needs, rights and aspirations of Latino, immigrant, and under-resourced families in the San Francisco Bay Area –building leadership to pursue self-determination and justice.

Our vision is rooted in our cultural strengths and inspired by the Central American justice struggles. CARECEN SF envisions our diverse immigrant community as thriving; where families prosper, build effective community institutions, and participate confidently in civic life.

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)
- Represent CARECEN at the San Francisco Immigration Court Attorney of the Day Program
- Attend Family and Probate Court to obtain SIJS predicate orders for eligible minors
- Maintain accurate, complete, and confidential case files
- Participate in administrative team meetings, agency meetings, collaborative/coalition meetings, AILA liaison meetings, community activities and trainings, as deemed appropriate
- Engage in local outreach, education, and advocacy in favor of immigrant rights and due process
- Participate in CARECEN's national/federal and transnational advocacy to protect the right to human mobility, as time allows
- Actively engage with the California Department of Social Services, Immigration Services Bureau (UAC removal defense grants) to ensure timely grant reporting, and compliance
- Support the Immigration Legal Program Director and team as needed and as time allows

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, bi-lingual and strong written skills are a plus)
- Physical requirements: able to sit and work at a desk for up to 7.5 hours, lift up to 20lbs, able to work in standard office/courtroom settings



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- DUE TO COVID-19 Pandemic, ability to work remotely, with option to work in office on a limited basis at this time. CARECEN is operating under a hybrid model, consisting of mostly remote work, and in-person work as needed and appropriate for staff and clients).

Qualifications Criteria:

- Experience working with low income immigrant communities
- Experience working with immigrant youth
- Experience in working with clients in removal proceedings
- Strong problem-solving, and analytical skills
- Experience handling asylum, SIJS, cancellation of removal, and U Visa in addition to having a broad knowledge of current immigration laws to effectively issue spot in consultations
- 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, and high demand for services context
- Commitment to work with immigrants and to advance immigrant rights and integration, primarily, but not exclusively Central American, indigenous, and Latinx migrant community
- Experience in organizing, community based collaborations and advocacy
- Knowledge and understanding of the political and historical context of immigrant communities and civil rights movements 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, or by mail at the following address:

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