…**A NONPROFIT COMMUNITY LAW CENTER**
474 Valencia Street, Suite 295, San Francisco, CA 94103
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Staff Attorney

About the Organization

La Raza Centro Legal, San Francisco is a non-profit community legal aid that provides free legal representation to immigrants and low-income community members in San Francisco and San Mateo counties. We represent clients in three legal departments: Immigration law, Elder and Disability Law/Civil Litigation, and Workers' Rights.

La Raza Centro Legal SF was founded in 1973, and since that time has partnered with the community so that justice may prevail. Our mission is to be the most trusted provider in legal services. A San Francisco Legacy Business and award-winning neighborhood law office, each year, La Raza Centro Legal SF serves over 4,000 individuals, and is one of the leading civil rights legal aid organizations in the Bay Area. We pride ourselves on our collaborative, professional and inclusive culture. Our office values maintaining a sustainable work-week schedule, and our attorneys and legal support staff are proud to be members of SEIU Local 1021.

Position Summary

The Staff Attorney will represent clients in a variety of general civil litigation matters. The role will include being counsel of record in a variety of affirmative immigration cases before United States Citizenship and Immigration Services (USCIS). The Staff Attorney will draft power of attorney documents, wills, trusts and testamentary documents. This position also entails representing clients in Social Security Administration benefits appeals and disability claims appeals. This is a full-time, exempt position, which will report to the Legal Director of the Elder & Disability Law/Civil Litigation Department.

Full Job Description - Essential Functions

- Provide eligibility assessment, full representation, and/or legal advice to low-income clients
- Represent clients before California Superior Court in civil litigation matters, including consumer debt cases
- Represent clients before USCIS in San Francisco
- File USCIS applications, including applications for Lawful Permanent Residency
- Represent clients before Administrative Law Judges at the Social Security Administration
- Utilize case management software (eCerenade/eImmigration), and SF City and County reporting platforms; execute legal retainers with clients, and file applications in a timely manner.
- Compile client data for reporting requirements.
- Research and draft legal briefs; represent clients in a variety of forums
- Participate in regular peer review meetings and attend legal trainings and CLEs.

- Participate in other team and agency meetings, and other legal work as assigned.

Agency Wide Responsibilities:

- Attend regularly scheduled staff meetings.
- Attend agency-wide staff retreat and one Board meeting per year.
- Represent the agency to the community at community meetings, and public events
- Assist with agency fundraising efforts as needed

Qualifications- Skills, Education

- Bilingual – English and Spanish fluency (**required)**
- Current California Bar Membership in good standing.
- J.D. or LL.M
- Excellent Outlook and Microsoft Office skills.
- Strong organizational and interviewing skills and ability to meet deadlines.
- Commitment to serving immigrants and sensitivity to the needs of low-income, vulnerable clients.
- Experience working with eCerenade/eImmigration or other legal case management software.
- Excellent verbal communication and writing skills
- Experience working with vulnerable groups such as elders or individuals with differing abilities
- Strong commitment to social justice
- Must be a collaborator, initiative-taker, and have positive attitude.

Compensation

Salary is commensurate with years of experience and degrees: ($80,000-$82,500 DOE)

This is a full-time, exempt position with benefits. We offer a competitive salary with a benefits package that includes several weeks paid vacation a year, 12 days of sick leave a year and 100% paid employee medical & dental insurance as well as long term disability and AD&D, and life insurance. This position is a non-management position, and is an SEIU Local 1021 position. In addition, there are fifteen paid holidays annually, an annual wage reopener with salary increases the past three consecutive fiscal years, and a generous SIMPLE IRA retirement plan.

La Raza Centro Legal San Francisco Equity and Inclusion Statement

La Raza Centro Legal San Francisco actively promotes and recognizes principles of fairness, equity, and social justice in relation to, and across, intersections of race, age, color, national origin, ethnicity, citizenship, sex, sexual orientation, gender identity, gender expression, religion, disability, ancestry, and all other identities represented among our diverse employees.

By appreciating the importance of inclusion, we acknowledge that the collective and individual talents, skills, and perspectives of our staff foster a culture of belonging, safety, collaborative practice, innovation, and mutual respect. La Raza Centro Legal San Francisco is committed to the transformation of attitudes and systems that deprive any person or group of these principles.

Application Process

Please email your cover letter, resume and references to cecilia@lrcl.org and amanda@lrcl.org. In your email, please indicate "**Staff Attorney"** in the subject line of your email.

Schedule:

Monday to Friday (Hybrid):

- 2 days per week - Temporarily due to COVID-19: Remote work
- 3 days per week – in our San Francisco Mission District Office

La Raza Centro Legal is an Equal Opportunity employer. Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.