



IIBA

Serving immigrants
since 1918

Title: DOJ Rep/Staff Attorney
Reports to: Directing Attorney
Full-time, Exempt Position
Location: Petaluma

The Immigration Institute of the Bay Area was founded in 1918, and its mission is to welcome, educate and serve immigrants, refugees and their families as they join and contribute to the community. IIBA provides immigration legal services, English and civic education, and other services throughout the Bay Area, as well as through its collaborative efforts with local and regional service providers. IIBA offers a team-oriented, collegial and collaborative work environment. We pride ourselves on providing excellent service to our clients, and we know our organization runs on the hard work and dedication of our passionate employees.

At IIBA, we have a clear vision: to be the place where a diverse mix of talented people want to come, to stay, and to do their best work. IIBA's dedication to promoting diversity, multiculturalism, and inclusion is reflected in the work that we do. We are committed to equity and believe deeply in the value of diversity of race, sexual orientation, gender identity, religion, ethnicity, national origin and all the other wonderful characteristics that make us human.

Job Summary:

The Immigration Institute of the Bay Area (IIBA) is seeking a full time DOJ Rep or Staff Attorney for its Petaluma office. This position supports IIBA's mission by providing quality immigration-specific legal service, advice, and representation in support of low income individuals; supervising legal work of employees and/or volunteer workers at sites; representing IIBA at events for clients, partner organizations, and the media; and maintaining high standards for legal protocols and record keeping.

Job Responsibilities:

- **Case Management:** Provide eligibility and risk assessment, full representation, brief service, and/or legal advice to low income clients filing applications, including family-based and humanitarian immigration petitions, waivers, U Visas, DACA, DAPA, naturalization, consular processing, adjustments of status, and removal defense.
- **Outreach and Group Processing:** Develop community relationships. Responsible for workshops, clinics, outreach activities and information sessions for immigrants, social service agencies serving immigrants, local government, community based organizations, and wineries and vineyard management companies. Outreach and workshops requires occasional evening and weekend events.
- **Maintain Legal Best Practices:** Comply with IIBA's policies, procedures, protocols, and best practices for non-profit immigration law practice, including legal ramifications, fee collection,

IMMIGRATION INSTITUTE OF THE BAY AREA

www.iibayarea.org

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650-780-7530

476 3rd Street
Oakland, CA 94607
510- 451-2846

121 Sand Creek Road, Ste. B
Brentwood, CA 94513
925- 237-8581

1785 3rd Street
Napa, CA 94559
707-266-1568

39055 Hastings Street, Ste. 202
Fremont, CA 94538
510-894-3639

5401 Old Redwood Hwy, Ste 104
Petaluma, CA 94954
707-932-7000

maintenance of client files and data for reporting requirements. Participate in regular peer review meetings and legal trainings.

- Fee Assessment: Assess fees for services, sign contracts with clients, work with administrative staff to ensure fees are collected and applications are filed in a timely manner.
- Supervise Legal Work: Train and help supervise administrative support staff, paralegals, legal interns and other volunteers.
- Community Leadership: Participate in meetings and webinars on behalf of IIBA and its partner organizations and collaborators.
- All other duties: Perform all other duties as needed and/or as directed by supervisor.

Knowledge, Skills and Abilities Required:

- Education & Certification:
Attorney: J.D. from ABA certified law school or international equivalent. A current Bar Membership in good standing.
- Work Experience:
Attorney: Experience in immigration law assisting immigrants with U-Visas, VAWA self-petitions, family visa petitions, waivers, DACA, naturalization.
- Advanced legal research and writing skills.
- Dedicated to providing high quality legal assistance and capable of handling complex legal issues on behalf of low-income immigrant populations.
- Excellent interpersonal, organizational and communication skills.
- Outstanding public speaking skills in English and Spanish, with ability and experience to conduct outreach and education events to large groups.
- Experience in developing and providing services to the target population preferred.
- Very strong attention to detail and excellent organizational skills.
- Exceptional time management skills – ability to meet deadlines.
- Ability to act independently and exercise sound judgment.
- Commitment to serving immigrants and sensitivity to the needs of the low-income, culturally diverse newcomer community.
- Familiarity with the region and knowledge of local resources, public systems, and area philanthropy preferred.
- Proficiency in a Windows/PC environment, and able to quickly become proficient in the use of IIBA's immigration law software and database.
- **Bi- Lingual – English and Spanish fluency REQUIRED**

Salary/Benefits:

In the spirit of pay transparency, the salary range for DOJ Rep is \$50,000 – \$80,000; and for Staff Attorney \$70,000-\$85,000. If you are hired at IIBA, your final salary compensation will be determined based on factors such as skills, education, and/or experience, and geographic location. In addition to those factors, we believe in the importance of pay equity and consider internal equity of our current team

members as a part of any final offer. Please keep in mind that the range mentioned above is the full salary range for the role. Hiring at the maximum of the range would not be typical in order to allow for future & continued salary growth. We also offer a generous benefits package – additional information below.

IIBA offers a generous cafeteria-style benefits package, elements of which include, but are not limited to:

- Employer matching 403(B) retirement plan: up to 5% employer contribution
- Insurance: Health, dental, life, vision, chiropractic & acupuncture. Medical and dependent care pre-tax reimbursement accounts.
- Transportation reimbursement account.
- Vacation: three (3) weeks of accrued vacation per year with an increase each year.
- Sick Leave including paid family sick time
- Holidays: 15 paid Holidays per year
- Paid Parental Leave

Please note:

This position offers a flexible hybrid schedule.

Applicants for employment in the United States must have work authorization that does not currently or in the future require sponsorship of a visa for employment authorization in the United States.

To apply: Send cover letter, resume and writing sample to iibayareahire@iibayarea.org
Please include the title of the job in the subject line.

For more information on IIBA, see our website: www.iibayarea.org. Position opened until filled.

This description intends to describe the general nature and level of work being performed by people assigned to this job. It is not intended to include all duties and responsibilities. The order in which duties and responsibilities are listed is not significant. Because of a need to remain responsive to the needs of our clients and our Agency's operations, responsibilities may be modified at any time.

IIBA recruits, employs, trains, compensates and promotes regardless of race, religion, color, national origin, sex, disability, age, veteran status, and other protected status as required by applicable law. Persons receiving services in our programs are entitled to freedom from harassment and retaliation and reasonable accommodation for qualified disabilities.