



**JEWISH FAMILY &
COMMUNITY SERVICES**
EAST BAY

Director of Immigration Legal Services

Salary Range: \$131,000.00 To 146,000.00 Annually

JOB TITLE: Director of Immigration Legal Services

REPORTS TO: Chief Executive Officer

EMPLOYMENT TYPE: Full-time/exempt

LOCATION: Concord (hybrid)

TO APPLY

Go to <https://jfcs-eastbay.org/jobs> to access our Career Center.

ABOUT JFCS EAST BAY

JFCS East Bay partners with our clients, staff, and community to pursue justice, promote healing, and advocate for meaningful change. We are an innovative social service agency and community-based organization that has served individuals and families throughout Alameda and Contra Costa counties since 1877. We reunite and strengthen families, care for the mental and physical health needs of people impacted by trauma, support healthy relationships between young children and their caregivers, provide legal representation to immigrants, and resettle refugees who seek to start their lives anew. We advocate for housing justice, mobilize community resources, and build bridges across our diverse East Bay to support our clients in meeting their goals and strengthening our community.

Our staff of almost 70 employees is characterized by its dedication, teamwork, warmth, and humor. JFCS East Bay actively seeks to hire a dynamic lawyer who reflects the cultural and linguistic diversity of the East Bay and of our clients. If you are deeply committed to developing authentic relationships with clients and colleagues, thinking creatively about legal strategies, and advocating for justice for our Contra Costa County clients, this is the role for you. BIPOC, LGBTQ+, immigrant, multilingual, older adult or differently abled candidates, and people of all faiths or none are encouraged to apply.

HOW WE OPERATE

We partner with our clients, staff, and community to advocate for justice and promote healing.

We engage in our work with integrity, accountability, and transparency.

We commit to anti-racism, diversity, equity, and inclusion.

We maintain an unwavering stance against antisemitism and all forms of prejudice.

PROGRAM DESCRIPTION

The overall goal of JFCS East Bay's Immigration Legal Services (ILS) program is to empower low-income immigrant families by providing accessible legal representation that helps keep immigrant families together. Through expert legal advice and representation, we inform our clients of the available legal options and support them to make safe and productive strategic decisions. Our legal services include consultations, advice and referral, full scope removal defense at all levels of the process, affirmative applications filed with the USCIS (including U-visas, adjustment of status, citizenship, DACA, VAWA petitions, and more), and federal court litigation (such as Administrative Procedure Act lawsuits, petitions for mandamus, Circuit Court



appeals). Our Removal Defense team participates in the [Stand Together Contra Costa \(STCC\)](#) collaborative.

JFCS East Bay complements our direct legal services with wrap-around support for our clients. The ILS department counts on a dedicated, full-time, Spanish-speaking Clinical Psychologist to provide therapy and forensic evaluations for ILS clients. We also connect clients with our dedicated, full-time, Spanish-speaking Resource Specialist to meet extra-legal needs such as support for housing or food insecurity, family violence issues, job placement assistance, ESL classes, benefits registration, access to medical care, and more.

JOB SUMMARY

The Director of Immigration Legal Services (ILS) is responsible for overseeing the direction, administration, development, and implementation of the ILS program. The ILS Director contributes to the overall strategy for advancing the mission of JFCS East Bay through service delivery, supervision and mentorship, grant management, fundraising, outreach and collaboration with community stakeholders. The ILS Director guides the ILS team to deliver effective and responsive immigration legal services to our East Bay community, implementing new immigration legal services as required by changes in the law and community need, while providing critical input on JFCS East Bay's advocacy agenda on immigration issues and policy. The ILS Director is a member of the JFCS East Bay Leadership Team, which is responsible for overall direction of the agency, and reports to the Chief Executive Officer.

ESSENTIAL RESPONSIBILITIES

Leadership

- Establish the vision and strategic plan for the ILS program at JFCS East Bay, in collaboration with the Leadership Team and department staff.
- Plan for and design ILS program growth and development in response to community need and in alignment with the JFCS East Bay strategic plan and mission.
- Together with the Leadership Team, develop and implement the organization's agency-wide strategic initiatives, goals, and long-range plans.
- Provide strategic leadership and coordination for the ILS program through direct representation, clinics, workshops, pro se assistance, and pro bono representation.
- Inspire, motivate, and incentivize ILS Team members to achieve excellence for the community through collaboration, information sharing, and capacity-building initiatives.
- Support the mission and values of JFCS East Bay by demonstrating a commitment to social justice and equity and actively supporting JFCS East Bay's commitment to being an anti-racist organization, including the promotion and integration of anti-racist ideas and policies into our work.
- Foster an inclusive environment and team culture which highlights and celebrates the diversity of ideas and experiences to promote collaboration and shared learning.

Program and Staff Management

- Closely monitor developments in immigration law and provide information, updates, and training to ILS staff.



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- Ensure the fulfillment of ethical and professional standards, and the provision of high-quality legal services.
- Train, support and supervise attorneys and accredited representatives providing legal services to underserved immigrant populations as they apply for affirmative immigration benefits before USCIS, including regular meetings with staff to engage in case strategies and ensure quality representation for clients.
- Train, support and supervise removal defense attorneys and legal assistants providing legal representation to clients in removal proceedings, in administrative appeals, in petitions for review before Circuit Courts and in federal district court litigation.
- Oversee and maintain all legal case records and documentation.
- Ensure the agency maintains its status as a recognized agency under the U.S. Department of Justice Office of Legal Access Programs (OLAP) and that all OLAP representatives maintain their accreditation.
- Establish, maintain, and revise processes and procedures for case management and data tracking oversee program progress toward goals on grants and contracts, including systems to track numbers of clients served, as well as success of program and client satisfaction.
- Design, administer, and oversee ILS pro bono representation programs in collaboration with law firms, law schools, and the private bar.
- Provide expert immigration consultation and representation to ILS clients (minimal caseload as workload permits).
- Lead program development for extra-legal, wrap-around services, including psycho-social supports afforded through the Resource Specialist, the ILS Clinical Psychologist, the Volunteer Services department, and other client support programs at JFCS East Bay.

Fund Development

- Collaborate with the Chief Advancement Officer to develop and implement funding strategies.
- Lead program fundraising efforts to expand service capacity, including identifying new funding opportunities, donor cultivation, and relationship building.
- With support from the Chief Advancement Officer and outside grant-writers, craft proposals and reports for state, federal, and private institutional funders.

Finance & Budget

- In collaboration with the Director of Finance and the Leadership Team, develop, manage, and monitor the ILS program's annual budget, as well as associated contracts and reporting.
- Oversee all ILS expenditures; train and supervise ILS staff tracking expenses and submitting reimbursement and check requests.

Community Engagement

- Build and maintain collaborations and cooperative relationships with other agencies and community-based legal providers; Identify key organizations and community partners for alliance-building and learning.



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- Represent and serve as spokesperson for ILS to media outlets, the public, local government, the non-profit community, and other stakeholders.
- Provide leadership and a convening role in the East Bay ILS community.
- Participate in local, regional, and national collaboratives, committees, conferences, and events relating to the growth and development of JFCS East Bay's ILS program and its impact in the community.
- In collaboration with the Chief Advancement Officer and the Leadership Team, assist in and manage/oversee the production and dissemination of ILS-related JFCS East Bay publications, website, Annual Report, etc.
- Conduct outreach to provide legal education to the immigrant community.

Advocacy

- Collaborate with staff and board members on advocacy, policy, and other work to effect systemic change.
- Identify opportunities for JFCS East Bay to advocate for immigrant rights through sign-on letters, participation in class action lawsuits and other impact litigation, public comments, relationship-building with elected officials, media campaigns, and other means.

REQUIRED QUALIFICATIONS

- Membership and good standing in the bar of any state or federal territory. California license strongly preferred.
- Juris Doctor (JD) degree from an ABA-accredited law school.
- Seven to 10 years' experience in providing immigration legal services in removal defense proceedings, on appeals to the BIA, in Circuit Court petitions for review, in Federal District Court litigation, as well as in filing affirmative applications before the USCIS (including but not limited to adjustment of status, citizenship, and U-visas).
- Minimum of five years experience managing and supervising attorneys and legal assistants in immigration legal practice.
- Experience working with or directing legal services clinics.
- Success in collaborative leadership demonstrated by achieving organizational targets and goals.
- Forward-thinking creativity and ability to confront dynamic situations with a positive, solutions-oriented attitude.
- High ethical standards and excellent professional judgment.
- Ability to work with skill and sensitivity in a multicultural environment.
- Experience and interest in working with ethnically, linguistically, and culturally diverse populations.
- Strong oral, written, interpersonal, and computer communication skills.

PREFERRED QUALIFICATIONS

- Fluency in a JFCS East Bay service language, such as Spanish, Dari/Farsi, or Russian.
- Sound technical skills, analytical ability, and strong operational focus.
- Decisiveness and "big-picture" perspective.



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- Familiarity with nonprofit management principles, methods, practices, and techniques, as well as contemporary leadership theory and techniques.
- Experience in providing reports to funders.
- Experience handling immigration appeals.
- Experience designing and conducting trainings for practitioners.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to sit and work at a computer for extended periods of time
- Ability to lift and carry 20 pounds
- Walking, standing, twisting and bending for brief periods of time.
- Occasional reaching and/or grasping using hands and/or arms.
- Regular use of hands requiring dexterity in using the telephone, computer keyboard, mouse or calculator.
- Regularly required to talk and hear in person or by telephone.
- Visual ability to read documents and computer monitor.
- May be required to ascend/descend stairs.

COMPENSATION AND BENEFITS

The compensation for this position will range from \$131,000 to \$146,000 based on experience.

Benefits include:

- Medical/Dental/Vision
- Life Insurance/AD&D
- Long Term Disability
- Flexible spending accounts (Health, Dependent Care, Parking, and Transit)
- 401(k) with 6% matching contribution after one year
- 28 paid days off per year (Earned Time Off/ETO)
- Up to 16 paid holidays per year
- We also offer the option for hybrid work schedules where employees can work from both an assigned office and home.

EEO STATEMENT

As an Equal Opportunity Employer, JFCS East Bay does not discriminate on the basis of any protected categories: age, ancestry, citizenship, color, disability, gender, immigration status, marital status, national origin, race, religion, sexual orientation, or veteran's status. The agency is committed to the principles of diversity in employment and to creating a community where everyone can flourish with dignity.

CONDITION(S) OF EMPLOYMENT

Satisfactory completion of a background check (including LiveScan where applicable). The background check may include, but is not limited to: criminal records check, verification of



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academic credentials, licenses, certificates, credit history, professional references and/or verification of work history is required for employment. JFCS East Bay will issue a conditional offer of employment to the selected candidate, which may be rescinded if the background check reveals disqualifying information.

COVID VACCINATION POLICY

JFCS East Bay requires staff to be fully vaccinated against COVID-19, including one booster shot, or declare a medical or religious exemption. Candidates should be prepared to provide proof of vaccination or complete a medical or religious exemption form on their first day of employment.