

**Temporary Staff Attorney Immigrant Justice
(6-month position)**

JOB ANNOUNCEMENT

Date Opened: August 15, 2023

FLSA: Temporary, Non-Exempt, Full-time 35 hours/week
Compensation: Equivalent to \$80,000 to \$90,000 annually depending on experience
Reports to: Senior Staff Attorney and/or Program Director, Immigrant Justice
Location: Mostly remote, with San Francisco office open as an option. Must reside in California.

Are you a collaborative, creative and bilingual immigration attorney who is deeply committed to immigrants' rights? Consider joining the Immigrant Justice team at the **Lawyers' Committee for Civil Rights, SF Bay Area (LCCRSF)**!

About You

As Temporary Staff Attorney, you will provide essential support to LCCRSF's *Pro Bono* Asylum Program and LCCRSF's in-house removal defense cases. You will work under the supervision of the Immigrant Justice Program Director and/or Senior Staff Attorney. You will also work in collaboration with the Immigrant Justice Staff Attorney, Program Coordinator, and Legal Assistant. You will provide technical assistance to *pro bono* law firm attorneys who are representing clients in removal proceedings, pursuing asylum affirmatively through USCIS, pursuing Special Immigrant Juvenile Status, pursuing U Visas, filing asylum- and SIJS-based adjustment of status applications, securing and renewing work authorization for their clients, filing asylee family petitions, and other topics relating to immigration relief and benefits. You will work collaboratively with LCCRSF's attorneys to provide high-quality representation to immigrants in removal proceedings. You may also participate in the development of training materials and resources to support *pro bono* representation in removal proceedings, affirmative asylum cases and affirmative applications for immigration relief and benefits.

The ideal candidate will have experience representing asylum seekers in removal proceedings, seeking immigration relief and benefits before USCIS, and a strong commitment to working with immigrants and advancing the immigrant rights movement.

About LCCRSF

As one of the most enduring civil rights institutions on the West Coast, LCCRSF works to dismantle systems of oppression and racism and to build an equitable and just society. Formed in 1968 to bridge the legal community and the Civil Rights Movement, we're known for advancing the rights of people of color, immigrants, refugees, and low-income individuals. We also invest in legal fellows and support a network of over 1,000 active pro bono attorneys and volunteers. We are in this work for the long haul. Our goal is to make this work sustainable, to rest as needed and take care of each other and our communities, so we can be fierce in the face of power through our core issue areas of Racial Justice, Immigrant Justice, Economic Justice, and Educational Justice. Learn more at lccrsf.org.

About the Asylum Program

Since 1983, LCCRSF's *Pro Bono* Asylum Program has secured free legal representation for hundreds of asylum applicants seeking refuge in the Bay Area by providing direct representation as well as training and mentorship to *pro bono* attorneys. Through our Asylum Program, we match asylum seekers with *pro bono* attorneys who represent them before the San Francisco Immigration Court. Our Immigrant Justice program also includes regular Asylum Seminars and trainings that provide a valuable opportunity for immigration law practitioners, *pro bono* attorneys, and our partners at non-profit organizations throughout the Bay Area to develop expertise in asylum and other immigration topics that directly impact the communities we serve.

Your Work

- **Training and mentorship (60%)** - Provide training, technical assistance, and mentorship to *pro bono* attorneys handling applications for asylum and other forms of humanitarian relief. Develop training materials, practice advisories, and ongoing programmatic improvements for the *Pro Bono* Asylum Program.
- **Representation (25%)** – Collaborate with and provide support to staff attorneys representing asylum seekers and unaccompanied minors with cases pending before the Executive Office for Immigration Review (EOIR) and United States Citizenship & Immigration Services (USCIS). Help manage a docket of direct services cases in various stages of representation, including communicating with clients regarding their pending cases, responding to notices or requests from the court and USCIS, filing changes of address forms, work permit applications, and affirmative applications for relief with USCIS.
- **Support with screening and assessment of potential clients (15%)** - Conduct and review intake assessments to identify asylum cases that are good candidates for *pro bono* placement, review case memos prepared by law clerks and program coordinator to issue-spot for claims and to help summarize the best legal strategy for relief.

Essential Qualifications

- J.D. and a member in good standing of any state bar (*California strongly preferred).
- Minimum of two years of experience working as an immigration attorney with low-income communities and/or recent survivors of trauma.
- Strong bi-lingual (English and Spanish) language competency, including the ability to write basic correspondence in Spanish (*bi-cultural preferred).
- Experience with the affirmative applications before USCIS, including: work authorization applications, asylee relative petitions, adjustment of Status applications, Special Immigrant Juvenile Status petitions, and U Visa applications.
- Strong problem-solving and analytical skills.
- Excellent organizational, communication, analytical, writing, and editing skills; strong attention to detail.
- Ability to work as a member of a team and independently. Ability to set and carry out objectives and prioritize workflow with minimal supervision.
- Ability to effectively work and communicate with diverse groups of individuals, including representatives of government, the private bar, and grassroots organizations.

Preferred Qualifications

- Substantial experience representing asylum seekers in removal proceedings.
- Experience representing children and families in guardianship, parentage and child custody proceedings in Northern California, as well as experience filing Special Immigrant Juvenile Status petitions before USCIS.
- Experience mentoring, training, and/or working collaboratively with *pro bono* attorneys.
- Values working collaboratively with others, both within the organization and in the community.

Salary, Benefits, Work location

This position is full-time, exempt, with an annual salary equivalent to \$80k to \$90k/year DOE and reports to the Immigrant Justice Senior Staff Attorney and/or Program Director. Full benefits package includes 100% paid medical + 80% for dependents, phone and internet reimbursement, vacation, sick time, paid holidays, short Fridays, and winter break (office closure during the last week of the year)

This position may need to do some in-person work for staff events and court hearings. Our office is located on the Embarcadero in downtown San Francisco, close to many transit options. We're currently remote with our office available for optional use, or as needed. We do not yet have a target date for return to the office, but we expect to offer, at minimum, part-time remote. While remote, may not work outside CA for more than 30

consecutive days at a time. Employees must be fully vaccinated according to CDC COVID-19 guidelines for in-person work.

General working hours are 9am-5pm, M-F. LCCRSF is woman- and BIPOC-led, with 34 staff. We are flexible, family-friendly, and value health, wellness and balance. We follow ADA guidelines - reasonable accommodation may be made to enable individuals with different abilities to perform the essential functions.

Working Environment and Conditions

The working conditions described here are representative of those that must be met to successfully perform the essential functions of this position. While performing the duties of this position, the employee must be able to remain in a stationary position, constantly operate a computer, and must have the ability to communicate information and ideas so others will understand. Reasonable accommodation may be made to enable individuals with disabilities to perform the functions.

To Apply

Applications will be reviewed on a rolling basis. **Applicants should submit 1) a thoughtful cover letter; 2) a resume; and, 4) three professional references by email to careers@lccrsf.org** (put "Temp IJ Staff Attorney" in the subject line.) Questions can also go to that email.

In your cover letter, in addition to describing your interest in the position and qualifications, please respond to the following question: What in your background and experience has prepared you to work for an organization dedicated to advancing racial equity and justice? Feel free to think broadly about your response, applying professional or personal experiences.

Lawyers' Committee for Civil Rights of the San Francisco Bay Area thrives as an affirmative action/equal opportunity employer. BIPOC, LGBTQ+ candidates, people of all gender identities, persons with disabilities and individuals over 55 are encouraged to apply.