

Staff Attorney or Senior Staff Attorney Immigrant Justice

JOB ANNOUNCEMENT

Date Opened: October 16, 2023

FLSA: Exempt, Full-time
Annual Compensation: (Staff Attorney) \$80,000 to \$90,000 depending on experience
(Senior Staff Attorney) \$100,000-\$115,000 depending on experience
Reports to: Program Director, Immigrant Justice
Location: Hybrid, mostly remote, with San Francisco office available for in-person work. Must reside in the Bay Area, California.

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

About You

As Staff Attorney or Senior 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 in collaboration with the members of the Immigrant Justice team: Staff Attorney/s, Program Coordinator, and Legal Assistant. You will represent and provide technical assistance to *pro bono* attorneys representing asylum seekers in removal proceedings before the San Francisco Immigration Court and before USCIS, as well as those pursuing Special Immigrant Juvenile Status, U Visas, asylum- and SIJS-based adjustment of status applications, asylee relative petitions, and other matters relating to humanitarian immigration relief and benefits. You will also participate in the development of training materials and resources to support the *Pro Bono* Asylum Program.

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

We will hire a Staff or Senior Staff Attorney based on the experience level of the candidate who is the best overall fit for this position. A Senior Staff Attorney would play a larger role in bigger-picture strategy, working with more independence, and supervising law clerks; a Staff Attorney would be supported in their professional development to take on such responsibilities over time.

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 thousands 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 and USCIS. Our 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 their expertise in asylum law and other immigration topics that directly impact the communities we serve.

Your Work

- **Training and mentorship (~55%)** - Provide training, technical assistance, and mentorship to *pro bono* attorneys handling applications for asylum and other forms of humanitarian relief. Help maintain and update the program's online resource library for *pro bono* attorneys. Develop training materials, practice advisories, and trainings on topics relating to asylum law and procedure.
 - For Senior Staff Attorney – Play a lead role in planning and executing in-person and web-based training events, such as LCCRSF's flagship Asylum Seminar.
- **Representation (~35%)** – Provide direct representation to asylum seekers and unaccompanied minors with cases pending before the Executive Office for Immigration Review (EOIR) and United States Citizenship & Immigration Services (USCIS)
- **Support with meeting grant deliverables and other programmatic needs (~10%)** - Provide advice and referrals as part of the San Francisco Immigration Court's Attorney of the Day program. Support with Rapid Response duties to assist individuals taken into custody by ICE on a quarterly basis. Support with intakes of potential clients to assess program eligibility, as needed. Represent LCCRSF's

Immigrant Justice Team at community events, stakeholder meetings, and other public events, as assigned by the Program Director.

- For Senior Staff Attorney – Recruit and supervise law clerks and externs supervision and recruitment - Work with the HR team by participating in the law clerk and extern recruitment process; and contribute to the education of law clerks and externs by supervising their experience at LCCRSF.

Essential Qualifications

- J.D. and a member in good standing of any state bar (*California strongly preferred).
- Minimum of two years of relevant experience working as an immigration attorney with low-income communities and/or recent survivors of trauma. Minimum of five years of relevant experience required for consideration as Senior Staff Attorney.
- 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.
- Must have demonstrated experience representing asylum seekers in removal proceedings.
- 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 community-based organizations.
- Flexibility in working within a team to meet programmatic needs.

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 Immigration 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 for Staff Attorney, and \$100k to \$115k/year for Senior Staff Attorney. This position

reports to the Immigrant Justice 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 be performed on a primarily remote basis with some in-person work required for staff events, client meetings, 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 "IJ Senior/Staff Attorney" in the subject line.) Questions can also be directed 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.