CALIFORNIA IMMIGRATION PROJECT

2210 K ST, SUITE 101
SACRAMENTO, CA 95816
calimm.org

JOB ANNOUNCEMENT

About California Immigration Project (CIP): CIP is a 501(c)(3) nonprofit legal services organization based in Sacramento, CA and providing pro bono community outreach and education, public policy advocacy, and legal assistance and representation for immigration communities in California. CIP's mission is to empower immigrant communities by providing free, high-quality legal services, education, and community advocacy across California. Our guiding principle will always be doing what is best for our clients and the communities we serve.

CIP's immigration practice provides full-scope direct representation and limited-scope legal assistance to low-income clients in their affirmative and defensive immigration cases. We represent individuals and families with their affirmative applications for immigration relief, including: family-based visa petitions, U visas, T visas, VAWA, naturalization, DACA, and asylum. We also represent clients in their removal proceedings, preparing cases for relief including: asylum, withholding of removal, and CAT, cancellation of removal, bond, and post-conviction relief. Additionally, we engage in extensive community education throughout Sacramento and the state to equip underserved communities with information about their rights and recent developments in immigration law and policy.

Position: **Immigration Staff Attorney or Senior Staff Attorney -Immigrants' Rights Program (full-time, exempt position)**

California Immigration Project (CIP) is hiring for an Immigration Staff Attorney or Senior Staff Attorney based in Sacramento, CA to work in its Immigrants' Rights Program. The position will be focused on providing legal assistance and representation to individuals in affirmative immigration matters before the United States Citizenship and Immigration Service (USCIS). The role will include full-scope representation, education and outreach, and other limited scope assistance. CIP currently has a hybrid work model that permits remote work.

Duties and Responsibilities Include:

- Provide consultations, limited-scope, and full-scope services to individuals and families in their affirmative immigration matters before USCIS, including: DACA, Naturalization, U Visa, T Visa, VAWA, Asylum, TPS, and family based petitions.
- Engage in client-centered, thoughtful, and expert advocacy to clients and pro se individuals.
- Independently manage a caseload of full-scope affirmative cases, including more complex cases as applicable in relation to interest and experience, including but not limited to: state court matters and appeals.
- Support and participate in local immigrants' rights networks, including the Sacramento Family Unity, Education, and Legal (FUEL) Network for Immigrants, the California Afghan Legal Services Project (ALSP), the Sacramento Coalition for Afghan Empowerment (SCALE), and the Sacramento Regional Hub Network.
- Provide training and other technical assistance to local partner organizations, including non-profit agencies, religious groups, schools, and other community-based organizations.
- Provide pro se assistance and attorney review at periodic immigration workshops and clinics.
- Attend meetings and build relationships with agencies, nonprofits, other advocates and community partners.
- Conduct community outreach and education, including developing and maintaining community and Know Your Rights (KYR) materials and resources, on topics related to immigration law;
- Ensure entry of timely, accurate, and detailed case data into CIP's case management and reporting systems.
- Assist with administrative and fundraising work of the organization.

Minimum Qualifications:

1. Demonstrated commitment to social justice and the empowerment of immigrant communities.
2. Law degree and active license to practice law.
3. 0-6 years experience practicing immigration law.
4. Valid California driver's license.

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5. Fluency in Spanish is preferred.
6. Experience working with low-income, non-English speaking clients.
7. Ability to multitask, prioritize, set, and meet deadlines with timeliness and a high attention to detail.
8. Ability to maintain accurate records and competently utilize technology platforms and databases.
9. Ability to organize and prioritize essential information and data points to report on projects.
10. Excellent oral and written communication skills.
11. Excellent research, writing, and organizational skills.
12. Ability to work in a team-focused and multicultural work environment.
13. Ability to work via phone and in-person with a variety of actors, including clients, attorneys, staff, volunteers, partner organizations, and representatives of the government agencies in a professional, amicable and team-oriented manner.
14. Experience training or presenting on immigration-related matters and/or practical skills is a plus.

Compensation, Benefits, and Hours:

Salary Ranges:
Staff Attorney (0-3 years experience) $78,000 - $93,000 DOE
Senior Staff Attorney (3+ years experience) $85,000 - $110,000 DOE

Benefits:

- Employer-paid medical, vision, and dental insurance (with half-paid coverage for dependents)
- Employer-paid life insurance
- Employer-paid loan repayment assistance program for law school graduates
- Flexible spending account benefits including an employer-paid Health Reimbursement Account
- Employer-sponsored 403(b) retirement plan with an employer contribution and matching program
- Generous vacation, sick leave, and holiday package (18 paid holidays including winter holiday closure)

CIP has a 37.5 hour, 5-day work week.

To Apply:

If interested, please email cover letter, resume, and a list of 3 professional references to jobs@calimm.org. Please address the cover letter to “Hiring Committee” and write “Immigration Staff Attorney - Immigrants’ Rights Program” in the subject line. Applications will be reviewed on a rolling basis. Position is open until filled.

California Immigration Project is an equal opportunity employer that does not discriminate on the basis of race, ethnicity, national origin, citizenship status, color, religion, gender identity and/or expression, physical or mental disability, nationality, sexual orientation, marital status, or any other characteristic protected by federal, state, or local law.