



ICWC Immigration Center for
Women and Children

Los Angeles
634 South Spring Street
Suite 727
Los Angeles, CA 90014
Tel: 213.614.1165
Fax: 213.624.1163

San Diego
427 C Street
Suite 208
San Diego, CA 92101
Tel: 619.515.2200
Fax: 619.515.2211

San Francisco
3543 18th Street
Mailbox #32
San Francisco, CA 94110
Tel: 415.861.1449
Fax: 415.861.1681

Oakland
1440 Broadway
Suite 402
Oakland, CA 94612
Tel: 510.251.0150
Fax: 510.593.2167

www.icwclaw.org

Staff Attorney Position: Removal Defense in San Francisco

The Immigration Center for Women and Children (ICWC) seeks a full-time staff attorney in removal defense for our San Francisco office. ICWC is a non-profit legal organization providing affordable immigration services to underrepresented immigrants in California. ICWC strives to provide security and stability for children who are abused, abandoned or neglected and for immigrants who are victims of domestic violence, sexual assault and other violent crimes. The offices primarily work with federal immigration laws that allow victims to apply for work authorization and permanent residency. More information about ICWC is available at www.icwclaw.org.

Duties and Responsibilities:

The attorney's primary responsibilities will be representing immigrants in removal proceedings in San Francisco, non-detained and possibility also those detained. Representation includes bond proceedings, all stages of removal proceedings in immigration court (including hearings on non-detained docket after release), appeals to the Board of Immigration Appeals, applications with the United States Citizenship and Immigration Services, release planning with social service agencies, and liaising with criminal attorneys. The position may also require the attorney to travel to a detention facility approximately once a week for court hearings and client meetings. The attorney will work together with the SFILDC - San Francisco Immigrant Legal Defense Collaborative, of which ICWC is a member. Other duties include: conducting client intake, case assessment, and ongoing case management; researching and drafting legal documents; and regularly using Microsoft Office, Abacus software and forms, and Google Docs/Sheets.

The attorney will also have the opportunity to provide ICWC's core direct immigration legal services to victims of domestic violence, sexual assault and other violent crimes: the Violence Against Women Act (VAWA) self-petition, the U visa, Asylum, and Special Immigrant Juvenile Status (SIJS) cases.

Compensation: Salary is \$50K-\$66K, commensurate with experience. Benefits package includes medical, dental, vision, paid time off, retirement plan, FSA (flexible spending account for healthcare and commuting expenses), and reimbursement for preventative wellness activities. *A relocation stipend is also available.*

Requirements:

- **Juris Doctorate** degree
- **Active bar admission**
 - Any state, California bar preferred (but not required)
- **Spanish language fluency:** oral and written.
 - The position requires the ability to communicate daily through oral and written communications in both Spanish and English. The attorney will meet independently with monolingual Spanish speakers. Please do not apply if you are unable to fluently communicate in both Spanish and English.
- **Immigration law practice: 0-5 years**
 - Removal defense, U visa, and VAWA experience preferred (including law school clinic experience and internships)

Other Qualifications:

- Strong writing skills and meticulous attention to detail
- A demonstrated interest in low-income legal services and/or a commitment to civil liberties and immigrants' rights
- Ability to work effectively with victims of domestic violence and sexual assault
- Ability to work effectively and communicate with law enforcement, representatives of government and English/Spanish media

To Apply: Please send to Suzanne McCormick, Executive Director, suzanne@icwclaw.org via email with subject line "ICWC SF Removal Staff Attorney": (1) cover letter, (2) resume, (3) at least 3 references, and (4) a brief writing sample.