**JOB ANNOUNCEMENT: IMMIGRATION FELLOW**

***One-year fellowship available immediately; Applications reviewed on a rolling basis***

Community Legal Services in East Palo Alto (CLSEPA) seeks a full-time attorney for a one-year fellowship. Our immigration services include U visas, asylum, special immigrant juvenile status, and other relief. We specialize in representing immigrants in detained and non-detained removal proceedings. The fellow will be dedicated to representing San Mateo County residents in detained and non-detained removal proceedings and working in our pro se asylum program.

CLSEPA is a legal services non-profit that improves the lives of low-income families. We specialize in immigration, housing, and economic advancement. Our legal advocates work side-by-side with low-income communities, predominantly communities of color in East Palo Alto and the Peninsula, to bring about lasting change.

**Essential Duties and Responsibilities *(Training to be provided as needed)***

1. Provide legal advice and counsel on immigration issues, including participating in immigration clinics and assisting with emergency cases
2. Provide legal representation in immigration matters before U.S. Citizenship and Immigration Services, Immigration and Customs Enforcement, the Immigration Court, and Board of Immigration Appeals
3. Manage a diverse case load
4. Participate in community outreach events and presentations, including occasional weekend and evening events and clinics.

**Knowledge, Skills, & Abilities**

1. Bar membership required
2. Fluency in Spanish required
3. Commitment to serving low-income populations and communities of color
4. Ability to relate to and communicate with a broad range of clients and colleagues
5. Excellent written and oral communication skills
6. Values working cooperatively with others, both within the organization and in the community

**Salary**: Commensurate with experience. Competitive benefits package.

**To Apply**: Please send resume, cover letter, writing sample, and list of three references to Human Resources, Community Legal Services in East Palo Alto, 1861 Bay Rd., East Palo Alto CA 94303 or email [jobs@clsepa.org](mailto:jobs@clsepa.org) with “Immigration Fellow” in the subject heading. No calls please. **In your cover letter, please address the following in order for your application to be considered.** CLSEPA’s clientele is extremely diverse, and the majority of our clients are low income persons of color. It is critical that our staff work effectively in all cross-cultural situations, with clients, with our coworkers, and with the community, and that we create an inclusive and respectful workplace in which differences are acknowledged and valued. ***How do you think your personal background or experiences, professional or otherwise, have prepared you to contribute to our commitment to cultural humility and diversity amongst our staff?*** Feel free to think broadly about your response to this question, applying various aspects of your life and personal experiences.

*CLSEPA is an equal opportunity/affirmative action employer that provides equal employment opportunities to all qualified employees/applicants in all of our employment practices without regard to race, religion, color, sex or gender (including gender identity, pregnancy, childbirth, lactation, pregnancy-and childbirth-related medical conditions), sexual orientation, national origin, ancestry, age, uniform-service member/veteran status, marital status, medical condition, physical or mental disability, taking/requesting statutorily protected leave, or any other basis protected by law.*