



COMMUNITY  
LEGAL SERVICES IN  
EAST PALO ALTO

## **JOB ANNOUNCEMENT: IMMIGRANTS' RIGHTS LEGAL FELLOW**

*Dates of Position: September 2017 – August 2018 (potentially renewable for a second year)*

**Office Location: Burlingame (shuttle access to BART/Caltrain)**

*Applications reviewed on a rolling basis*

The 2017-18 CLSEPA Immigrants' Rights Fellowship is open to law graduates and attorneys with up to three years of legal experience. Previous experience and coursework related to immigrants' rights advocacy are a plus but not required for this fellowship. CLSEPA is non-profit agency whose mission is to provide transformative legal services that enable diverse communities in East Palo Alto and beyond to achieve a secure and thriving future. We serve low-income and working class populations, predominantly communities of color in the areas of immigration, housing, employment, consumer, and reentry law. We maximize our impact by coupling direct services with community education, technical assistance, policy advocacy, and impact litigation. CLSEPA recently established an immigrants' rights practice focusing on policy advocacy and litigation to challenge abusive and unlawful practices.

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

The Fellow will work closely with the Senior Immigrants' Rights Attorney and Investigator to:

1. Identify issues appropriate for local and state policy advocacy and litigation in the areas of immigrant rights
2. Advocate legislatively and administratively on behalf of clients and community groups
3. Engage in litigation, including individual suits, class actions, and amicus briefs in state and federal court at the trial and appellate levels.
4. Establish and maintain relationships with community partners, including providing advice and counsel to community groups and working with organizations to identify new potential litigation
5. Attend and participate in local coalition meetings throughout San Mateo and Santa Clara Counties
6. Participate in community outreach events and presentations and engage in public education and media advocacy (may require some nights and weekends)

### **Knowledge, Skills, & Abilities (Required)**

1. Open to candidates with a J.D. (with up to three years of post-graduate legal experience) and candidates who will be graduating from law school and sitting for the bar this summer
2. Fluent in Spanish
3. Commitment to serving low-income populations and communities of color
4. Excellent written and oral communication skills
5. Ability to relate to and communicate with a broad range of clients and colleagues
6. Values working cooperatively with others, both within the organization and in the community

**Salary:** Salary is \$52,000 or higher (depending on 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 with "Immigrants' Rights Fellow 2017 - 2018" 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.*