



**CALIFORNIA RURAL LEGAL
ASSISTANCE FOUNDATION**
Advocates for Justice

JOB ANNOUNCEMENT

About CRLA Foundation: We are a 501(c)(3) nonprofit organization established in 1981 based in Sacramento, with satellite offices throughout the state. CRLA Foundation's mission is to achieve social justice and equity in partnership with farmworkers and the underserved in rural communities through community, legal, and legislative advocacy. Our goal is to help the rural poor improve their economic, social, and political conditions and become more civically engaged in their communities. We provide community outreach and education, legal services, and public policy advocacy on issues important to rural communities. We work in the areas of immigration and citizenship, labor and employment, housing, education, health, workplace safety, and environmental justice.

CRLA Foundation's immigration practice provides full-scope direct representation to low-income clients in their affirmative or defensive immigration cases. We represent individuals and families with their affirmative and defensive applications for immigration relief, including: family-based visa petitions, U visas, T visas, VAWA, naturalization, Special Immigrant Juvenile Status, and asylum. We also engage in extensive community education throughout Sacramento and the Central Valley to equip immigrants, farmworkers, and the underserved with information about their rights and recent developments in immigration law and policy.

Position: Sacramento FUEL Paralegal (full-time, non-exempt position)

The Sacramento Family Unity, Education, and Legal (FUEL) Network for Immigrants was recently established by the City of Sacramento, CRLA Foundation, and a broad coalition of community-based organizations, faith-based groups, and educational institutions to help Sacramento residents prevent, prepare for, or defend against deportation. Under the direct supervision of CRLA Foundation, the FUEL Paralegal will provide direct support to CRLA Foundation's immigration team, especially the FUEL Removal Defense Attorney. Duties and responsibilities include:

1. Assist attorneys with cases by interviewing clients, completing forms or applications, gathering and organizing documents, drafting declarations for attorney review, preparing pleadings or filings, and other administrative support;
2. Communicate with clients through phone, email, and letters about their cases;
3. Translate letters and documents;
4. Visit local ICE detention facilities, including Yuba County Jail and Rio Cosumnes Correctional Center, to provide intakes and consultations to detainees;
5. Assist FUEL Removal Defense Attorney with coordinating a Rapid Response panel of *pro bono* immigration attorneys to offer limited legal services to detainees apprehended in Sacramento area immigration enforcement actions;
6. Work with immigration team to coordinate or conduct educational outreach, workshops, and other community events; and
7. Assist with administrative and fundraising work of the organization and the FUEL Network.

Qualifications:

1. Demonstrated commitment to social justice and the empowerment of immigrant communities;
2. At least one year of previous experience in a legal services environment OR previous BIA Accreditation with another legal organization;
3. Paralegal Certificate or Bachelor's Degree;
4. Fluency in Spanish;
5. Experience working with low-income, non-English speaking clients;
6. Experience working with detained individuals preferred;
7. Excellent word processing and computer skills, including high levels of proficiency with MS Word and MS Excel;
8. Outstanding written, verbal, and interpersonal communication skills;
9. Great attention to detail, well organized, highly motivated, and works well under pressure;
10. Valid California Driver license; and
11. Ability to work in a team-focused and multicultural work environment.

Hours, Compensation, and Benefits:

Salary commensurate with experience in addition to medical, vision, and dental insurance. Includes flexible spending account benefits and a generous vacation, sick leave, and holiday package. Minimum of 37.5 hours per week, including some weekend or evening hours.

To Apply:

If interested, please email cover letter, resume, writing sample, and a list of 3 professional references to jobs@crlaf.org. Please address cover letter to "Hiring Committee" and write "FUEL Paralegal" in the subject line. Applications will be reviewed on a rolling basis. Position is open until filled.

CRLA Foundation 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.