

**Title:** Legal Director

**Reports to:** Executive Director

**Exempt Position**

The International Institute of the Bay Area was founded in 1918. Our mission is to help immigrants, refugees and their families join and contribute to the community. IIBA provides immigration legal services, English and civic education, and other services at its eight offices throughout the Bay Area, as well as through its collaborative efforts with local and regional service providers. IIBA offers a team-oriented, collegial and collaborative work environment.

**Job Summary:**

IIBA is looking for an experienced immigration attorney who can help expand our services to include the full spectrum of immigration legal services including removal defense. The right candidate will have significant removal defense experience, be a natural trainer/mentor, who can design, implement and lead the organization to expand our services to include removal defense and asylum.

The Legal Director will be responsible for the overall management of IIBA's immigration legal program while providing management, training and mentorship to the legal team. Working as part of the Management Team, the Legal Director will contribute to the development and implementation of IIBA's strategies, policies and practices concerning immigration legal services. The ideal candidate will be extremely knowledgeable about all aspects of immigration law with significant experience in applying that knowledge and appreciates and values a collegial and supportive working environment.

**Responsibilities:**

**Work with members of the management team to expand IIBA's current immigration legal services to include the full spectrum of immigration legal services including removal defense and asylum. Responsible for the development and implementation of a plan for legal services expansion that takes into account the current responsibilities, experience and caseload of staff.**

Oversee strategic direction of the immigration program, including evaluation of current work, development of future priorities, and implementation of best practices. Identify new ways of executing priorities, drive process improvement and ensure that standard operating procedures (SOPS) and practices are consistent across all offices

Oversee supervision, mentorship, and professional development of the entire immigration team and foster an inclusive, collaborative, and supportive work culture. Support a positive culture across team that allows for the introduction of new processes or services.

Reviews program benchmarks as appropriate, recommends improvements; and makes program development recommendations to the Deputy Director and Executive Director.

The Legal Director also develops, maintains, and disseminates legal information (e.g., cases, statutes, and regulations) to provide support to the legal team and assures staff knowledge remains up-to-date.

Assist in the hiring of new Program Directors; conduct yearly performance evaluations of PDs, and implement the appropriate professional development tools and training to maximize operational effectiveness and to ensure the achievement of employee goals and performance benchmarks.

Ensure each team is meeting key performance indicators, measurement and evaluation. Refine, develop, implement and monitor performance metrics to ensure IIBA's successful growth.

Cultivates and maintains collaborative working relationships with other agencies and organizations in the immigration legal field. Identify conferences, professional associations and networking opportunities to enhance professional development and opportunities for collaboration.

Provide eligibility and risk assessment, full representation, brief service, and/ or legal advice to low income clients filing applications, including family-based and humanitarian immigration petitions, waivers, U Visas, DACA, naturalization, consular processing and adjustments of status.

Work with the Director of Finance and Administration to identify technologies that can help streamline and unify IIBA's legal services and communication with clients providing recommendations for adjustments to improve services.

### **Qualifications**

- J.D. from ABA certified law school or international equivalent. A current Bar Membership in good standing.
- Minimum of 10 year experience in immigration law assisting immigrants with U-Visas, VAWA self-petitions, family visa petitions, waivers, DACA, naturalization.
- 6 years + Removal Defense experience.
- Experience with advanced criminal issues in an immigration context.
- Excellence in organizational management with the ability to coach, train, lead and mentor a high-performance legal staff, and develop and implement program strategies.
- Thrives in a collegial and collaborative environment.
- Advanced legal research and writing skills.
- Dedicated to providing high quality legal assistance and capable of handling complex legal issues on behalf of low-income immigrant populations.
- Significant experience in program development, implementation and management.
- Outstanding public speaking skills with ability to conduct outreach and education events to large groups and be interviewed on television & radio.
- Excellent organizational skills.
- Exceptional time management skills – ability to meet deadlines.
- Ability to act independently and exercise sound judgment.
- Commitment to serving immigrants and sensitivity to the needs of the low-income, culturally diverse newcomer community.
- Proficiency in a Windows/PC environment, and able to quickly become proficient in the use of IIBA's immigration law software and database.
- Bi- Lingual – English and Spanish fluency highly preferred

Salary is commensurate with experience.

IIBA offers a generous cafeteria-style benefits package, elements of which include, but are not limited to:

- Employer matching 403(B) retirement plan: up to 4% employer contribution
- Insurance: Health, dental, life, vision, chiropractic & acupuncture. Medical and dependent care pre-tax reimbursement accounts
- Transportation reimbursement account
- Vacation: three (3) weeks of accrued vacation per year with an increase each year
- Holidays: 13 paid Holidays per year

To apply: Send cover letter, resume and writing sample to [iibayareahire@iibayarea.org](mailto:iibayareahire@iibayarea.org)

For more information on IIBA, see our website: [www.iibayarea.org](http://www.iibayarea.org). Position open until filled.

*This position description intends to describe the general nature and level of work being performed by people assigned to this job. It is not intended to include all duties and responsibilities. The order in which duties and responsibilities are listed is not significant. Because of a need to remain responsive to the needs of our clients and our Agency's operations, responsibilities may be modified at any time.*

*IIBA is a non-profit, non-discriminatory service organization and employer. We do not discriminate on the basis of race, color, national origin, religion, sex, age, sexual orientation or disability. Persons receiving services in our programs are entitled to freedom from harassment and retaliation and reasonable accommodation for qualified disabilities.*