

JOB ANNOUNCEMENT

Position: Legal Assistant

Program: Immigrants' Rights-Securing Safety for Youth and Families

Reports to: Immigrants' Rights Supervising Attorney

Bargaining Unit: Yes

FLSA: Non Exempt

Type: Full Time



Position Summary

Centro Legal's immigrants' rights practice is focused on serving the needs of our most vulnerable community members, including families living in poverty, unaccompanied minors, victims of violent crimes, survivors of domestic and sexual violence, and detained individuals in removal proceedings. We offer comprehensive, full-service direct representation to our clients before the immigration courts, USCIS, and federal courts, as well as provide legal rights education and client intake through our various immigration clinics. We specialize in detained and non-detained removal defense with a heavy emphasis on asylum and Special Immigrant Juvenile Status (SIJS), family-based visa petitions, U visas for victims of violent crime, and naturalization.

Primary Responsibilities

The immigrants' rights legal advocate will provide direct support to our immigrants' rights team. Duties will include:

- Assist immigration attorneys in all aspects of immigration legal representation for qualified individuals;
- Respond to calls, emails, and letters as needed;
- Manage and coordinate databases, case files, attorneys' correspondence files, etc;
- Provide Spanish-English interpretation in all aspects of immigration legal representation;
- Translate letters and other documents;
- Prepare USCIS and state court forms and other legal filings for attorney review;
- File legal documents in various courts and agencies in the East Bay and San Francisco (including in-person filing provided it is safe to do so);
- Write letters to companies, institutions, and government agencies to assist the client in obtaining police reports, court records, medical records, and school records; and
- Perform other special projects and other duties as assigned

Qualifications

First and foremost, the applicant must profoundly share Centro Legal's mission and vision of racial, economic, and social justice. Qualifications include:

- A Bachelor's degree, or associate's degree combined with relevant experience, is required;
- Fluency in Spanish is required;

- Excellent word-processing and computer skills, including knowledge of Microsoft Word and Excel;
- Must be well organized, efficient, highly motivated, able to handle multiple tasks at once, work well under pressure, and take initiative;
- Must have outstanding written, verbal and interpersonal skills, superb attention to detail, and excellent phone manner;
- Ability to work independently as well as within a team;
- Willingness to conduct training and outreach activities in the community.;
- Experience working with low-income, immigrant, and monolingual Spanish-speaking communities; and
- Strong commitment to serving low-income and underserved communities, with an ability to relate to and communicate with a broad range of clients and colleagues.
- Additional desired qualifications:
 - Experience in immigration law, and removal defense specifically
 - Experience completing USCIS and judicial council forms

Compensation and Benefits

Salary is competitive and commensurate with experience. We provide a generous benefits package, including life insurance, LTD, leave policies, vacation, and December holiday office closure at full pay.

To Apply

Review of applications will begin immediately and continue until the position is filled. Applicants should apply without delay. To apply, send a brief cover letter, resume, and list of three professional references by email to jobs@centrolegal.org, with the subject line, **“Immigrants’ Rights Legal Assistant.”**

Start date: We are seeking to fill this position on or around June 1, 2021.

POSITION OPEN UNTIL FILLED

About Centro Legal de la Raza

Founded in 1969 and headquartered in Oakland, California, Centro Legal de la Raza (Centro Legal) is a comprehensive legal services and advocacy organization protecting and advancing the rights of immigrant, low-income, and Latino communities through bilingual representation, education, and advocacy. We combine quality legal services with know-your-rights education, affirmative litigation, and youth development, ensuring access to justice for thousands of individuals and families each year throughout Northern and Central California.

For more information, visit our website: <https://centrolegal.org/>

Diversity Statement

Centro Legal’s mission includes advancing social, economic and racial justice. We are committed to fostering, cultivating and preserving a culture of equity, diversity and inclusion within and ensuring a workplace where all staff can flourish and grow professionally and well beyond. Our staff are the most important part of our ability to achieve our mission. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities and talent that

our employees invest in their work represents a significant part of not only our culture, but our reputation, sustainability and our organization's success.

Centro Legal de la Raza is an equal employment opportunity employer and does not discriminate on the basis of race, color, religious creed, sex, pregnancy), gender, national origin, ancestry, citizenship, age, medical condition including genetic characteristics, mental or physical disability, military or veteran status, marital status, family responsibilities, caregiver status, sexual orientation, gender identity (including transgender status), gender expression, weight, height, linguistic characteristics (such as accent and limited English proficiency where not substantially job-related), citizenship status, status as a victim of domestic violence, sexual assault, or stalking, HIV/AIDs status, or any other basis prohibited by law. Centro Legal also prohibits discrimination based on a perception that an individual has any of the characteristics of the protected classes listed above, and further prohibits discrimination against an individual who is associated with a person who has, or is perceived to have, any of those characteristics.