

JOB ANNOUNCEMENT

Position: Immigrants' Rights Advocate

Reports to: Immigrants' Rights Supervising Attorney

Bargaining Unit: Yes

FLSA: Non-exempt

Type: Full time



Centro Legal de la Raza's Abolishing Immigration Detention Team seeks an Advocate

The Team: The Abolishing Immigration Detention (AID) team is currently composed of four attorneys and four advocates. Collectively, we represent detained and incarcerated people before the Immigration Court, the Board of Immigration Appeals, the Ninth Circuit Court of Appeals, and the federal District Courts. We also work closely with organizers and advocacy groups to uplift the voices of detained people and push towards our ultimate goal of abolishing immigration detention. We operate using collective decision making, and collaborate heavily with one another in both our casework and advocacy efforts.

The Position: AID is currently looking for an advocate to work with us as we fight for abolition through community lawyering, advocacy, and self-care. This position will replace one of our current advocates who is heading to law school in the fall, with a start date during the summer of 2021. The advocate's duties will include:

- Working with other attorneys and advocates in all aspects of immigration legal representation;
- Responding to calls, emails, and letters as needed;
- Managing and coordinating databases and case files;
- Providing Spanish-English translation of documents, and if necessary, providing oral interpretation;
- Preparing legal filings in collaboration with attorneys and other advocates, including applications for relief, country conditions indexes, and client declarations;
- Filing legal documents in various courts and agencies in the East Bay and San Francisco (provided it is safe to do so);
- Visiting local detention centers and prisons to conduct legal clinics with other attorneys and advocates, including for overnight visits (provided it is safe to do so);
- Conducting training and outreach activities in the community;
- Working with other attorneys and advocates to engage in advocacy around abolishing immigration detention, including liaising with detained people and other advocates and organizers;

- Liaising with hospitals, schools, medical offices, courts and police agencies to assist our clients in obtaining records for their cases; and
- Performing other special projects and other duties as assigned.
-

Qualifications: We are seeking an advocate who shares Centro Legal’s mission and vision of social justice, and AID’s goal of abolishing immigration detention. Additional qualifications include:

- A Bachelor’s degree, or associate’s degree combined with relevant experience;
- Professional working proficiency in Spanish;
- Excellent word-processing and computer skills, including knowledge of Microsoft Word and Excel;
- Well-organized, efficient, highly motivated, able to handle multiple tasks at once, work well under pressure, and take initiative;
- Outstanding written, verbal and interpersonal skills, and superb attention to detail;
- Ability to work independently as well as within a team;
- 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.

We would prefer, but do not require:

- Experience in immigration and/or criminal law
- Experience in advocacy and/or organizing
- A good sense of humor

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.

Applications: To apply, please submit via email to jobs@centrolegal.org, with the subject line of **“Immigration Legal Advocate - AID”**: 1) a cover letter that sets forth the reasons you want to work at Centro Legal and believe you are a good fit for the position, 2) resume, and 3) a list of three professional references. We will review applications until the position is filled.

Preferred Start date: We are hoping to fill this position on or around June 7, 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.