

JOB ANNOUNCEMENT

Position: Managing or Supervising Attorney – Keeping Communities Together

Program: Immigrants’ Rights

Reports to: Immigrants’ Rights Directing Attorney

Bargaining Unit: No

FLSA: Non Exempt

Type: Full Time



Position Summary

Centro Legal’s immigration practice includes comprehensive, full-service direct representation before USCIS and the immigration courts (EOIR), district court and federal court of appeals. Centro also participates in impact litigation efforts, legal rights education, and local and national advocacy. We specialize in detained and non-detained removal defense, the intersection of immigration and criminal law, affirmative asylum applications, and humanitarian visas.

Primary Responsibilities

Centro Legal is seeking an experienced attorney to assist in the provision of immigration legal services. Duties will include:

- Directly representing individuals, primarily non-detained, in removal proceedings before the San Francisco Immigration Court and Board of Immigration Appeals;
- Preparing and submitting applications, legal briefs, and supporting documents for cases involving asylum, withholding of removal, relief under the Convention Against Torture, U visa, VAWA, adjustment of status with applicable waivers, and Special Immigrant Juvenile Status;
- Coordinating and participating in on-site and remote legal clinics, including monthly general clinics, offering legal consultations, providing legal referrals and follow-up assistance;
- Conducting Know-Your-Rights presentations to community members;
- Assist in identifying potential federal litigation cases arising from direct services work and assisting in impact litigation efforts in federal district and circuit courts for placement with pro bono attorney or other non-profit litigation partners;
- Assist in determining appropriate case stories for use in reports, advocacy materials, and public education and providing expert testimony to media on current immigration law and policy topics.
- Collaborating with local, regional, and national partners on policy initiatives, funding, and litigation efforts, as needed;
- Presenting to and working with law enforcement, prosecutorial offices, and community-based organizations on changes in immigration law;
- Training, mentoring, supervising and supporting ongoing development of a diverse staff of attorneys, advocates, legal support, volunteers, and interns to provide follow-up services and case work;
- Assigning and helping manage supervisees caseloads at a rate that promotes self-care and wellbeing; and
- Conducting annual performance evaluation of supervisees.

Qualifications

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

- J.D; admitted and in good standing with a State bar;
- Fluency in Spanish required;
- Minimum of 5 years (managing attorney) or 3 years (supervising attorney) of experience in removal defense;
- Strong leadership skills and experience managing other attorneys and staff;
- Experience working with individuals suffering from mental illness is helpful;
- Excellent writing, research, analytical, and verbal communication skills;
- A demonstrated commitment to civil liberties, immigrant justice, and public interest law;
- Experience working with organizers, grassroots organizations, and implementing movement lawyering principals desired;
- A record of moving legal cases forward and demonstrated ability to build and manage a heavy caseload;
- Demonstrated ability to work cooperatively on projects with lawyers, other staff members, and diverse community organizations;
- Demonstrated commitment to diversity within the office and a personal approach that values all individuals and respects differences regarding race, ethnicity, age, gender identity and expression, sexual orientation, religion, ability, socio-economic circumstance, immigration status, and record of arrest or conviction;
- Familiarity in working with clients in crisis or who are recent trauma survivors;
- Willingness to conduct training and outreach activities in the community; and
- Experience working with Bay Area law firms is desired but not required.

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 cover letter, resume, and list of three professional references by email to jobs@centrolegal.org, with the subject line, Include **"Managing Attorney – KCT"** or **"Supervising Attorney – KCT"** (*please specify if you would like to be considered for one or both positions*) in the subject line.

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.