

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 three 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 center the leadership of detained people and work towards our ultimate goal of abolishing incarceration. 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. The advocate's responsibilities will include:

- Preparing legal filings in collaboration with attorneys and other advocates, including applications for immigration relief, country conditions documentation, and client declarations;
- Filing legal documents at various courts and agencies in the East Bay and San Francisco (provided it is safe to do so);
- Providing Spanish-English written translation and, when necessary, oral interpretation;
- Liaising with hospitals, schools, medical offices, courts and law enforcement agencies to assist our clients in obtaining records for their cases;
- Managing and coordinating databases and case files;
- 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);
- Answering phone calls, emails, and letters from clients and their loved ones;
- Conducting trainings and other outreach activities in the community;
- Working with other team members, detained leaders, and community partners to engage in advocacy and organizing work to end immigration detention;
- Performing other special projects and 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 ending incarceration. Additional qualifications include:

- A Bachelor's degree, or associate's degree combined with relevant experience;
- Professional proficiency in Spanish;
- Excellent typing and computer skills, including knowledge of Microsoft Word and Excel;
- Outstanding written and verbal communication skills;
- Well-organized, detail-oriented, efficient, highly motivated, able to handle multiple tasks at once and work well under pressure;
- Ability to work independently as well as within a team;
- Experience working with low-income, incarcerated, and immigrant communities, and 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 range is \$24.13-\$28.65. 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 by March 28, 2022.

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.