

## JOB ANNOUNCEMENT



**Position:** Fully Accredited OLAP/DOJ Representative–Securing Safety for Youth and Families-Immigrants’ Right

**Reports to:** Supervising Attorney

**Bargaining Unit:** Yes

**FLSA:** Exempt

**Type:** Full time

### Position Summary

This posting is for a position within the **Securing Safety for Youth and Families (SSYF)** subteam, which sits within the Immigrants’ Rights Project. The SSYF team leads our work in representing youth and families who are fleeing violence and persecution, through direct representation and partnerships with local school districts and community advocates. SSYF work primarily involves non-detained removal defense of unaccompanied minors and family units, as well as representation before USCIS in affirmative applications, including asylum, U nonimmigrant visas and Special Immigration Juvenile Status.

### Responsibilities:

Centro Legal is seeking an experienced Fully Accredited OLAP/DOJ (“OLAP representative) representative for our Securing Safety for Youth and Families team. The OLAP representative will carry a large but reduced caseload consisting primarily of non-detained unaccompanied minors and family units in removal proceedings, and will supervise a designated team of staff members in the provision of immigration legal services.

Primary responsibilities will include:

- Directly representing unaccompanied minors and family units in removal proceedings before the San Francisco and Sacramento Immigration Courts and Board of Immigration Appeals;
- Preparing, reviewing, and submitting applications, legal briefs, and supporting documentation for cases involving asylum, withholding of removal, relief under the Convention Against Torture, U visa, VAWA, cancelation of removal, adjustment of status with applicable waivers, and Special Immigrant Juvenile Status, including state court petitions;
- Conducting telephonic and/or in-person intakes and consultations, including at various school sites, and working with the SSYF team to assess cases for possible representation and referrals;
- Conducting Know-Your-Rights presentations to community members;
- Presenting to government and non-government agencies; community-based organizations on changes in immigration law;
- Representing Centro Legal at collaborative and stakeholder meetings with local and regional partners;
- Assisting in determining appropriate case stories for use in reports, advocacy materials, and public education and providing information and interviews to media on current immigration law and policy topics; and
- Work with program director and SSYF manager and supervisor to further develop internal OLAP accreditation program, including developing and assisting with training.

### Qualifications

The applicant must profoundly share Centro Legal’s mission and vision of racial, economic and social

justice. Qualifications include:

- Minimum of 3 years of experience as a fully accredited OLAP representative through the Department of Justice (DOJ);
- Removal defense experience required;
- Fluency in Spanish required;
- Experience representing asylum seekers and/or unaccompanied minors preferred;
- Excellent writing, research, analytical, and verbal communication skills;
- A demonstrated commitment to immigrant justice and public interest law;
- A record of moving legal cases forward and demonstrated ability to build and manage a heavy caseload;
- Strong leadership skills, preferably with experience supervising other attorneys and legal advocates;
- Demonstrated ability to work collaboratively on projects with diverse groups of people;
- Demonstrated commitment to diversity and inclusion 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; and
- Willingness to conduct training and outreach activities in the community.

### **Compensation**

Salary is competitive and commensurate with experience ranging from \$64,821-74,231. 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 are encouraged to apply as soon as possible. Submit via email only: 1) cover letter, 2) resume, and 3) a list of three professional references. **Include “Fully Accredited OLAP Representative–SSYF” in the subject line.** Please email application materials directly to [jobs@centrolegal.org](mailto:jobs@centrolegal.org)

### **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 and low-income communities of color through multilingual representation, education, and advocacy. We envision a world where all people enjoy dignity, respect and the freedom to move; where the most marginalized voices lead movements for change; where migration builds bridges; where communities remain together; where all people find safety; and where carceral systems are abolished. We ground our work in principles of anti-racism, community and client-centered practices and intersectionality.

### **Immigrants’ Rights Legal Practice**

Centro Legal’s immigration practice encompasses full-scope direct representation before the Executive Office for Immigration Review (EOIR), including the Immigration Courts and the Board of Immigration Appeals (BIA); in affirmative applications filed with US Citizenship and Immigration Services (USCIS); and before the federal courts of appeals. Centro Legal has served as both class counsel and organizational

plaintiffs in impact litigation mounting constitutional, statutory and administrative law challenges to immigration policies. We also engage in and support local, state, and national advocacy efforts in the fight for immigrants' rights.

We are committed to building a diverse team that reflects the values and experiences of the communities we serve. We strive to create an inclusive and supportive work environment. For more information, please visit our website: <https://centrolegal.org/>

**A Note On Our Organization's Mission and Commitment to Diversity**

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.

**POSITION OPEN UNTIL FILLED**

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