

## JOB ANNOUNCEMENT



**Position:** Partially Accredited DOJ/OLAP Representative

**Reports to:** Supervising Attorney

**Bargaining Unit:** Yes

**FLSA:** Exempt

**Type:** Full time

### **Position Summary**

This posting is for a partially Accredited DOJ/OLAP Representative with the Immigrants' Rights team at Centro Legal de la Raza. Centro Legal's immigration legal practice includes comprehensive, full-service direct representation before USCIS and the immigration courts (EOIR). This position will be trained and work on cases before USCIS on affirmative applications, including family based petitions, humanitarian applications (i.e., asylum, U Visa, VAWA, SIJS), and Naturalization. The scope of work includes applications before USCIS for unaccompanied minors in removal proceedings.

### **Responsibilities:**

This position is for individuals who will apply to become Accredited Representatives through the Department of Justice (DOJ) Office of Legal Access Programs (OLAP) and directly represent clients in their immigration cases before U.S. Citizenship and Immigration Services once accredited. The position will commit to meeting the requirements for accreditation and apply for accreditation with DOJ. The ideal candidate for this position is passionate about providing excellent services to clients with compassion and integrity.

Primary responsibilities will include:

- Attend trainings and meet requirements to become DOJ accredited representative and remain up to date on immigration law and policy;
- Represent low-income immigrants in immigration matters before U.S. Citizenship and Immigration Services ("USCIS"), including asylum (adult affirmative applications as well as applications by unaccompanied minors pursuant to the Trafficking Victims Protection Reauthorization Act of 2008), family petitions, adjustment of status, work permit, DACA, U/T visa, VAWA, and naturalization applications;
- Provide direct legal services by meeting with clients, preparing applications for relief, drafting client declarations, cover letters, motions, and briefs in asylum cases;
- Conduct immigration screenings for community members to determine eligibility for our services;
- Maintain accurate and complete client records; update client information and case status in case management database and physical file;
- Complete administrative tasks, such as those related to grant management and reporting;
- Communicate with clients on status of their case and be responsive to inquiries;
- Work collaboratively with mental health professionals to complete psychological evaluations and country conditions experts to strengthen clients' cases;
- Participate in outreach events and presentations, including know-your-rights workshops and legal screening events;
- Participate in ongoing professional development to improve client services;
- Assist with recruiting, training, and supervision of legal department volunteers;
- Collaborate with partner organizations to refer clients to legal, social, and mental health services as appropriate.

### **Qualifications:**

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

justice. Qualifications include:

- Minimum of 2 years of experience working in immigration law;
- Familiarity with family-based and humanitarian immigration applications preferred;
- Experience working closely in a legal setting with asylum seekers and/or unaccompanied minors preferred;
- Bachelor's degree, associates degree in paralegal studies or other relevant field, and/or equivalent experience required;
- Spanish language or Mam language fluency;
- Excellent writing, research, analytical, and verbal communication skills;
- Strong commitment to public interest legal services and to the enfranchisement and empowerment of immigrant communities;
- Strong people and organizational skills;
- Ability to work in a team and handle multiple tasks in an organized and timely manner;
- Possess integrity, positive attitude, mission-driven, and self-directed;
- Ability to think strategically, problem-solve, exercise good judgment, and lead change;
- A record of moving legal cases forward and ability to support attorney(s) managing a heavy caseload;
- 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 arrests or convictions;
- 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 \$63,184-\$69,457 (based on new 2022 Scale). 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 “Partially Accredited DOJ/OLAP Representative” in the subject line.** Applications without a cover letter will not be considered. Please email application materials directly to [jobs@centrolegal.org](mailto:jobs@centrolegal.org)

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### **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 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 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.

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**

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**POSITION OPEN UNTIL FILLED**