

JOB ANNOUNCEMENT

Position: Managing Attorney, Immigrants' Rights Team

Reports to: Immigrants' Rights Directing Attorney

Bargaining Unit: No

FLSA: Exempt

Type: Full Time



Immigrants' Rights Team

Centro Legal's Immigrants' Rights Team believes in building people power and creating long-lasting sustainable change by standing in solidarity with our clients, centering their voices and their stories, and advocating for systemic change to fix a broken immigration system. We simultaneously seek to realize this vision internally by building a legal team whose practices reflect the organization's values of empowerment, inclusion, integrity, compassion and justice.

Centro's immigration practice includes comprehensive, full-service direct representation before the U.S. Citizenship and Immigration Services and the immigration courts, as well as in district court and the Ninth Circuit federal court of appeals. Centro also participates in impact litigation efforts, legal rights education, and local and national advocacy. We focus on serving the needs of our most vulnerable community members, including families living in poverty, long residing undocumented immigrants and families, youth, LGBTQ immigrants, victims of violent crimes, asylum seekers, and detained individuals in removal proceedings. Our services range from detained and non-detained removal defense, cases involving the intersection of immigration and criminal law, asylum and other humanitarian relief, as well as family-based immigration and naturalization.

Position Summary:

Centro Legal is seeking a managing attorney who believes immigrant rights are human rights and who is committed to advancing social justice through the provision of immigration legal services. This is a senior level attorney position, involving supervision of staff and high-level project management. The managing attorney will lead a team in providing services to immigrants, with a focus on adults, as well as complex family-based and humanitarian petitions before USCIS. The ideal candidate will have expertise in removal defense and affirmative applications before USCIS.

Responsibilities

- Direct representation before USCIS and EOIR in cases involving asylum, SIJS, adjustment of status, naturalization, U/T visas, and other relief;
- Supervise, mentor, and ensure ongoing professional and leadership development for a diverse group of attorneys, advocates, legal support staff, volunteers, and interns, including holding regular check-ins and prioritizing self-care and wellbeing in the assignment of case work;
- Conduct full-scope immigration legal consultations with potential clients and community members, and organize and supervise regular legal intake clinics;
- Provide Know Your Rights presentations, legal referrals and follow-up assistance; develop and expand relationships with community and government partners, including preparing and delivering trainings on immigration law and policy;

- Collaborate with local, regional, and national partners on policy initiatives, funding, and litigation efforts, as needed;
- 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; and
- Assist directors in strategic planning and visioning for long-term sustainability.

Qualifications

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

- J.D; admitted and in good standing with a State bar (California Bar membership preferred);
- Language requirement: Fluency in English and Spanish strongly preferred. We may consider otherwise strong candidates who have fluency in English and another language spoken by immigrant communities in the Bay Area;
- Minimum of 5 years of post-JD experience in removal defense and affirmative humanitarian immigration law practice;
- At least one year of supervision experience is required; supervision experience in removal defense, asylum, SIJS, and/or of DOJ representatives or law students is strongly preferred;
- Excellent writing, research, analytical, and verbal communication skills;
- Familiarity with trauma-informed lawyering skills and practices for working with survivors of violence and other forms of trauma;
- A demonstrated commitment to civil liberties, immigrant justice, and public interest law;
- A demonstrated ability to build and manage programs, excellent organizational skills;
- Strong leadership skills, preferably with experience managing other attorneys and staff;
- 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; and
- Willingness to conduct training and outreach activities in the community.

Compensation

This is a full time exempt position that is competitive and commensurate with experience ranging from \$96,448 - \$102,721.

Benefits and Perks:

We offer a competitive and comprehensive benefits package to include: medical, dental, vision, long-term disability and life insurance.

- Medical coverage (Kaiser) will be provided at Centro Legal's expense covering 100%, and 50% for dependents, spouses, and partners. Our alternative health plans with United Health Care at an additional premium cost.
- Additional Benefits include: Health Care FSA, Dependent Care FSA, commuter benefits, pet insurance, and Employee Assistance Plan.
- PTO: Vacation: 0-1 year 16 days per year, 1-2 year 18 days per year, Over 2 years 23 days per year, (1) paid wellness days per month, 12 sick days per year.
- Office Closure: 12 holidays + Winter break is 8 work days, to include the period from December 24th through January 1st

COVID 19 Policy

Proof of completed Covid-19 vaccination to include both shots of a two-dose vaccination regimen, or one dose of a single-dose vaccine, will be required for all employees (except for reasonable accommodations due to medical and/or religious beliefs). All employees must provide HR with their vaccination QR Code by going to <https://myvaccinerecord.cdph.ca.gov/>.

To Apply

Review of applications will begin immediately and continue until the position is filled. Applicants should apply without delay. To apply, please send a brief cover letter, resume, and list of three professional references by email to jobs@centrolegal.org, with the subject line, "**Immigrants' Rights Managing Attorney**" in the subject line.

POSITION OPEN UNTIL FILLED

About Centro Legal

Since 1969, Centro Legal has worked to protect and advance the rights of low-income, immigrant, Black, and Latinx communities through bilingual legal representation, education, and advocacy. We combine quality legal services with know-your-rights education, affirmative litigation, and youth development, to ensure access to justice for thousands of individuals and families each year throughout Northern and Central California. Our legal practices take on challenging cases and fight for our clients passionately, with the hope that everyone feels heard and represented in the midst of our turbulent justice system.

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 shall not discriminate on the basis of race, color, religious creed, sex (including pregnancy), gender, national origin, ethnicity, ancestry, citizenship, age, medical condition including genetic characteristics, mental or physical disability, service in the uniformed services 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, conviction/incarceration history (subject to any requirements, exceptions or limitations provided for in the Fair Chance Act or other applicable federal, state, and local law), political affiliation, Union activity, 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.