

## **JOB ANNOUNCEMENT**



**Position:** Staff Attorney – Immigrants’ Rights

**Reports to:** Managing Attorney (Immigrants’ Rights)

**Bargaining Unit:** Yes

**FLSA:** Exempt

**Type:** Full time

### **Position Summary**

Centro Legal is seeking an entry-level attorney position (fewer than three years practicing law) to join our Immigrants’ Rights Practice in providing legal services to immigrants. This staff attorney will represent noncitizens in removal proceedings as well as affirmative applications for immigration relief before USCIS, including humanitarian relief such as asylum, U and T visas; DACA petitions; family based immigration; and naturalization applications. The ideal candidate is an immigration attorney who believes immigrant rights are human rights and who is committed to advancing social justice through the provision of immigration legal services.

### **About the Immigrants’ Rights Practice**

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 individuals in removal proceedings, asylum seekers, families living in poverty, unaccompanied minors, long residing undocumented immigrants and families, LGBTQ immigrants, and survivors of violent crimes. Our services range from removal defense, cases involving the intersection of immigration and criminal law, asylum and other humanitarian relief, as well as family-based immigration and naturalization.

### **Responsibilities:**

Centro Legal is seeking an attorney to assist in the provision of removal defense and affirmative immigration remedies for non-detained immigrants. Duties include the following areas of responsibility:

- Directly represent non-detained individuals in removal proceedings before the San Francisco and Concord Immigration Courts and Board of Immigration Appeals;
- Prepare, review, and file applications, legal briefs, and supporting documentation for cases involving asylum, withholding of removal, relief under the Convention Against Torture, Cancellation of Removal, Special Immigrant Juvenile Status, U/T visa, VAWA, adjustment of status with applicable waivers, refugee waivers, and naturalization;
- Work collaboratively with other legal staff, including paralegals and DOJ accredited reps;

- Conduct telephonic and/or in-person intakes and consultations, attend and contribute to weekly case rounds discussions, and work with colleagues to assess cases for possible representation and referrals;
- Conduct legal orientations and Know-Your-Rights presentations to community members;
- Collaborate in identifying potential federal litigation cases arising from direct services work for in-house representation and/or placement with pro bono attorneys and with other non-profit litigation partners;
- Assist in determining appropriate case stories for use in reports, advocacy materials, and public education;
- Collaborate with local, regional, and national government and non-government partners on policy initiatives, funding, and litigation efforts;
- Present to community-based organizations on immigration law and policy.

### **Qualifications**

First and foremost, the applicant must profoundly share Centro Legal's mission and vision of racial, social and economic justice. Below are additional qualifications:

- J.D; admitted and in good standing with a State bar;
- Fluency in English and Spanish;
- Exposure to immigration law, including through law school clinics, internships, and/or pre-law school professional or personal experience with the immigration legal system (emphasis on removal defense and/or asylum preferred);
- Demonstrated ability to work collaboratively on projects with diverse groups of people;
- 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;
- A demonstrated commitment to civil liberties, immigrant justice, and public interest law;
- Excellent writing, research, analytical, and verbal communication skills;
- Familiarity in working with clients in crisis or who are recent trauma survivors; and
- Willingness to participate in legal clinics and conduct outreach activities across Alameda County and in the greater Bay Area community.

### **Compensation**

This position is an exempt full time position that is competitive and commensurate with experience ranging from \$75,321-\$84,731.

### **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 + 8 work days, to include the period from December 24th through January 1st
- 4 Day Workweek Pilot through October. During the pilot Centro's operating hours are Monday - Thursday, 9am-5pm.

### **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 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 "Staff Attorney – Immigrants' Rights" 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)

### **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. 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.

**Diversity Statement**

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.