

JOB ANNOUNCEMENT

Position: Managing Attorney, Immigrants' Rights

Reports to: Immigrants' Rights Directing Attorney

Bargaining Unit: No

FLSA: Exempt

Position Summary

Centro Legal de la Raza's Immigrants' Rights practice specializes in direct representation before U.S. Citizenship and Immigration Services, the San Francisco, Concord, and Sacramento Immigration Courts, California State Courts, and occasionally, U.S. District Courts and the Ninth Circuit Court of Appeals. Centro Legal de la Raza is seeking a managing attorney committed to advancing social justice through the provision of immigration legal services. This position involves: (1) management of projects or subprograms within the Immigrants' Rights Practice; (2) direct supervision of attorneys and legal staff; and (3) direct provision of immigration legal services on removal defense cases as well as humanitarian- and family-based affirmative cases. A critical component of managing attorneys' role is collaborating with the co-directing attorneys to sustain our robust and high-volume immigration legal practice, including monitoring compliance with grants, supporting fundraising, development, and advocacy efforts, and ensuring staff's adherence to substantive and administrative case management protocols.

Primary Responsibilities

- Supervise, mentor, and ensure ongoing professional and leadership development for a diverse group of attorneys, advocates, legal support staff, volunteers, and interns handling removal defense and affirmative immigration legal matters, including holding regular check-ins, conducting performance evaluations, and prioritizing self-care and wellbeing in the assignment of case work.
- Provide direct immigration legal services to clients and community members, including: full-scope representation before USCIS, EOIR, ICE, and state and federal courts; limited-scope legal representation and/or pro se assistance for individuals vulnerable to enforcement and removal; and comprehensive immigration legal consultations with potential clients and community members.
- Participate directly and in a supervision capacity in legal workshops, presentations, clinics, and other off-site events and initiatives.
- Collaborate with Directing Attorney to administer and manage projects and programs within the Immigrants' Rights practice.
- Collaborate with Directing Attorney and grants/development staff to monitor, track, analyze, and report data and case deliverables for projects and programs within the practice.
- Develop and expand relationships with community and government partners, including preparing and delivering trainings on immigration law and policy, participating in press interviews, and mentorship of pro bono law firm staff.

Qualifications

The applicant must profoundly share Centro Legal's mission and vision of racial, economic and social justice. Additional qualifications include:

- J.D; admitted and in good standing with a State bar (California Bar membership preferred);
- Demonstrated commitment to immigrant justice;
- Language requirement: Fluency in English and Spanish strongly preferred. We may consider candidates who have fluency in English and another language spoken by immigrant communities in Alameda County;
- Minimum of 5 years of post-JD experience in immigration law practice, including substantial experience in removal defense, as well as experience in either detained removal defense or affirmative family-based practice;
- Strong leadership skills/experience, including at least one year of supervision or mentorship experience (supervision experience in removal defense, asylum, SIJS, and/or of DOJ representatives or law students is strongly preferred);
- Excellent writing, research, analytical, organizational, and verbal communication skills;
- Familiarity with trauma-informed lawyering skills and practices for working with survivors of violence and other forms of trauma;
- 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;
- Willingness to conduct training and outreach activities throughout Alameda and Contra Costa Counties; and
- Preferred: Familiarity with nonprofit financial management, including familiarity with immigration legal services funding landscape, deliverables-based funding models and requirements, and grant reporting.

Compensation

This is an exempt full time position that is competitive and commensurate with experience ranging from **\$96,448 to \$103,776**.

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

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/>.

Working Conditions

- Hybrid working environment, including regular in-person attendance at events
- Prolonged periods of sitting at a desk and working on a computer. Often communicating with people using the phone, email, via video call, or in person.

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 cover letter describing your interest in this particular position, 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 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.