

FELLOWSHIP ANNOUNCEMENT

Position: Legal Fellow - Rapid Response

Program: Immigrants' Rights

Assignment length: 12 months (with efforts to secure continued funding)

Reports to: Immigrants' Rights Managing or Supervising Attorney

Bargaining Unit: Yes

FLSA: Exempt

Position Summary

Centro Legal de la Raza's ("Centro Legal") 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. In light of sweeping changes in the immigration enforcement and policy landscape, Centro Legal and community and government partners have reunited the Alameda County Immigration Legal and Education Partnership (ACILEP), a collaborative dedicated to protecting and empowering undocumented communities across Alameda County. Centro Legal is seeking a one-year legal fellow to join our team immediately, with the potential for extended funding beyond the initial term, to spearhead the provision of legal services and education under ACILEP and other regional rapid-response efforts.

Primary Responsibilities

- Provide legal services as part of the rapid response legal services team, which includes Centro Legal as well as partner organizations, and in coordination with the rapid response hotline staff and volunteers:
- Emergency response to reports of immigration enforcement in Alameda County, including advocacy and legal representation on behalf of detainees identified through the ACILEP hotline, before the various agencies of the Department of Homeland Security as well as federal courts;
- Representation of non-detained individuals facing removal from the United States, including any possible handling of related affirmative matters;
- Provision of legal services to the community, such as immigration legal consultations, limited-scope legal representation and pro se assistance with defensive and affirmative applications.
- Perform legal orientations as well as Know-Your-Rights presentations at community events, workshops and clinics; as well as conducting trainings on immigration law and policy for advocates, service providers, employers or government partners.
- Collaborate with non-attorney staff and possibly oversee interns and volunteers on the work described above.
- Coordinate ACILEP partners, including participation in ACILEP coalition partner meetings.
- Collaborate with local, regional, and national partners on policy initiatives, funding, and litigation efforts, under the lead of ACILEP's managing attorney.
- Other appropriate work as assigned by supervising, managing, and/or directing attorneys of the Immigrants' Rights practice.

Qualifications

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

- J.D. and admitted and in good standing with a state bar (California State Bar membership preferred); candidates awaiting results of the California bar exam, or planning to take the California bar exam upon graduation **this spring**, will also be considered;
- Language requirement: Fluency in English and Spanish required;
- Knowledge of and/or experience in immigration law strongly preferred, including pre-JD experience in an immigration law setting and/or personal experience with the immigration legal system; alternatively, we will consider candidates with a strong professional background working with immigrant communities in a context other than immigration law;
- Familiarity with trauma-informed lawyering skills and practices for working with survivors of violence and other forms of trauma;
- Willingness to conduct training and outreach activities throughout Alameda and Contra Costa Counties;
- Strong writing, research, analytical, organizational, and verbal communication skills; strong leadership skills and experience performing presentations or trainings preferred;
- A demonstrated commitment to community service, civil liberties, immigrant justice, and public interest law;
- Demonstrated ability to work cooperatively on projects with lawyers, other staff members, and diverse community organizations; and
- 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.

Compensation

This 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

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 Legal Fellow"** 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.