

## **JOB DESCRIPTION**

**Position:** Temporary ACILEP Legal Fellow

**Reports to:** Co-Directing Attorney

**Assignment length:** One year (with efforts to secure continued funding)

**Bargaining Unit:** No

**FLSA:** Exempt

**Type:** Full-time

**Language Requirement:** Spanish fluency required

### **Position Summary**

ACILEP is a countywide rapid-response initiative anchored by Centro Legal de la Raza that provides emergency legal support, community education, and verified reporting of ICE activity to help protect immigrant communities from detention and deportation. The program operates a hotline and a coordinated volunteer network to ensure timely, accurate responses to community reports and urgent situations.

The Rapid Response Legal Fellow will work with ACILEP's legal team and in close collaboration with the entire network, supporting community education and outreach efforts. With immigration enforcement rapidly evolving in the current political climate, the nature of rapid response work requires flexibility and will continue to be determined in response to the needs of our community. The ideal candidate is interested in joining a dynamic advocacy and defense effort that is part of the larger movement to defend our communities.

### **Primary Areas of Responsibilities:**

- Provide legal services as part of the Rapid Response legal team in coordination with Centro Legal, partner organizations, hotline staff, and volunteers.
- Respond to reports of immigration enforcement in Alameda County, including advocacy and legal representation for detained community members before the Department of Homeland Security, federal courts, and detention facilities in California.
- Represent detained and non-detained individuals in removal and custody proceedings before the Executive Office for Immigration Review (EOIR), the U.S. Citizenship and Immigration Services (USCIS), and state and federal courts.
- Deliver community-based legal services, including consultations, limited-scope representation, and pro se assistance for defensive and affirmative immigration applications.
- Conduct legal orientations, Know-Your-Rights presentations, community workshops, and trainings for advocates, service providers, employers, and government partners.
- Collaborate with non-attorney staff and support supervision of interns and volunteers as needed.
- Coordinate with ACILEP coalition partners and participate in partner meetings.
- Work with local, regional, and national partners on policy, funding, and litigation initiatives under the direction of the ACILEP Managing Attorney.
- Perform other duties as assigned by supervising or managing attorneys within the Immigrants' Rights Practice.

## **Qualifications**

The applicant must profoundly share Centro Legal's mission and vision of racial, economic and social justice. 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 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 and travel to detention centers throughout California;
- 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.

- Centro Legal provides 100% employer-paid Kaiser medical coverage for employees, and 50% coverage for dependents, spouses, and partners. Alternative plans through UnitedHealthcare and Kaiser are also available 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: during the pilot Centro's operating hours are Monday - Thursday, 9am-5pm.

**Note:** Centro Legal de la Raza is currently engaged in collective bargaining. As such, certain benefits,

including medical and time-off policies, are subject to change based on ongoing negotiations.

### **COVID 19 Policy**

Centro Legal requires all employees to comply with current state and local public health guidelines. Proof of vaccination may be required, with accommodations for medical or religious reasons.

### **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](mailto:jobs@centrolegal.org), with the subject line, “**Immigrants’ Rights Legal Fellow**” in the subject line.

### **POSITION OPEN UNTIL FILLED**

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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.