

JOB ANNOUNCEMENT

Position: ACILEP Supervising Attorney

Reports to: Immigrants' Rights Managing or Co-Directing Attorney

Bargaining Unit: No

FLSA: Exempt

Type: Full-time

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 Supervising Attorney will work with ACILEP's legal team to provide the services listed above, as well as working in close collaboration with ACILEP's larger team, assisting with follow-up with community members that call the hotline, when appropriate; and supporting community education and outreach efforts. This position involves the management and direct supervision of staff as well as projects within ACILEP's legal program; as well as close collaboration with the co-directing attorneys and managing attorney to ensure staff's adherence to substantive and administrative case management protocols and to monitor compliance with contractual requirements. 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 Responsibilities

- Supervise, mentor, and support professional development of attorneys, DOJ-accredited representatives, advocates, legal support staff, volunteers, and interns handling removal defense and affirmative immigration matters, including regular check-ins, performance evaluations, and attention to workload balance, self-care, and wellbeing.
- 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 representation and pro se assistance for individuals vulnerable to enforcement or removal; and comprehensive immigration legal consultations.
- Lead and participate in community-based legal work, including legal orientations, Know-Your-Rights presentations, workshops, clinics, and off-site initiatives, both directly and in a supervisory capacity.
- Provide legal services through ACILEP's Rapid Response team, including:
 - Emergency response to immigration enforcement in Alameda County;
 - Representation of detained community members before DHS agencies, EOIR, and state and federal courts;
 - Preventative and direct legal services for non-detained individuals;
 - Community-based consultations, limited-scope services, and pro se assistance, including work connected to detention facilities.

- Support administration and management of ACILEP legal programs at Centro, including project coordination, staff oversight, monitoring of case deliverables, and data tracking and reporting.
- Develop and maintain partnerships with ACILEP coalition members and local, regional, and national partners, including participation in coalition meetings, delivery of trainings on immigration law and policy, engagement with funders and stakeholders, and collaboration on policy, funding, and litigation initiatives under the direction of ACILEP's Managing Attorney.
- Perform other related duties as assigned by managing or directing attorneys within Centro's 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.; 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 also consider candidates who are fluent in English and another language spoken by immigrant communities in Alameda County.
- Minimum of three (3) years of post-J.D. experience in immigration law practice, including substantial experience in removal defense.
- Strong leadership skills and experience, including supervision or mentorship in removal defense, asylum, SIJS, and/or supervision of paralegals or law students; experience delivering presentations or trainings is strongly preferred.
- Excellent writing, research, analytical, organizational, and verbal communication skills.
- Demonstrated ability to work collaboratively with attorneys, staff, and diverse community organizations.
- Familiarity with trauma-informed lawyering practices when working with survivors of violence and other forms of trauma.
- Demonstrated commitment to diversity, equity, and inclusion, 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 trainings and outreach throughout Alameda and Contra Costa Counties and to travel to detention centers within California.

Compensation

This is an exempt full time position that is competitive and commensurate with experience ranging from **\$96,000-\$106,460**.

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, with the subject line, “ **ACILEP Supervising 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.