



**COMMUNITY  
LEGAL SERVICES**  
IN EAST PALO ALTO

**JOB ANNOUNCEMENT: IMMIGRANTS' RIGHTS STAFF ATTORNEY**  
*Applications will be considered on a rolling basis*

Community Legal Services in East Palo Alto (CLSEPA) seeks a full-time immigrants' rights staff attorney. The attorney will advocate with schools, law enforcement agencies, and other government agencies and participate in litigation to challenge abusive and unlawful practices. The attorney will have the opportunity to work in one of our current offices in East Palo Alto, Burlingame, and San Francisco, and we are open to flex work arrangements.

CLSEPA is non-profit agency whose mission is to provide transformative legal services that enable diverse communities in East Palo Alto and beyond to achieve a secure and thriving future. We serve low-income and working class populations, predominantly communities of color in the areas of immigration, housing, employment, consumer, and reentry law. We maximize our impact by coupling direct services with community education, technical assistance, policy advocacy, and impact litigation. CLSEPA recently established an immigrants' rights practice focusing on advocacy and litigation to challenge abusive and unlawful practices.

**Essential Duties and Responsibilities (Training to be provided as needed)**

The Attorney will work closely with the Senior Immigrants' Rights Attorney to:

1. Identify issues appropriate for local and state policy advocacy and litigation in the areas of immigrant rights
2. Advocate legislatively and administratively on behalf of clients and community groups
3. Engage in litigation, including individual suits, class actions, and amicus briefs in state and federal court at the trial and appellate levels.
4. Establish and maintain relationships with community partners, including providing advice and counsel to community groups and working with organizations to identify new potential litigation
5. Attend and participate in local coalition meetings throughout San Mateo and Santa Clara Counties
6. Participate in community outreach events and presentations and engage in public education and media advocacy (may require some nights and weekends)
7. Assist with fundraising needs, including drafting proposals, preparing grant reports, and advocating for expanded resources to assist immigrant communities

**Knowledge, Skills, & Abilities (Required)**

1. Bar membership, and a minimum of 2 years as an attorney.
2. Fluency in Spanish preferred, proficiency required.
3. Commitment to serving low-income populations and communities of color.
4. Excellent written and oral communication skills
5. Ability to relate to and communicate with a broad range of clients and colleagues
6. Values working cooperatively with others, both within the organization and in the community

**Salary:** Salary is \$60,000 or higher (depending on experience). Competitive benefits package.

**To Apply:** Please send resume, cover letter, writing sample, and list of three references to Human Resources, Community Legal Services in East Palo Alto, 1861 Bay Rd., East Palo Alto CA 94303 or email jobs@clsepa.org with “Immigrants’ Rights Staff Attorney” in the subject heading. No calls please. **In your cover letter, please address the following in order for your application to be considered.** CLSEPA’s clientele is extremely diverse, and the majority of our clients are low income persons of color. It is critical that our staff work effectively in all cross-cultural situations, with clients, with our coworkers, and with the community, and that we create an inclusive and respectful workplace in which differences are acknowledged and valued. How do you think your personal background or experiences, professional or otherwise, have prepared you to contribute to our commitment to cultural humility and diversity amongst our staff? Feel free to think broadly about your response to this question, applying various aspects of your life and personal experiences.

*CLSEPA is an equal opportunity/affirmative action employer that provides equal employment opportunities to all qualified employees/applicants in all of our employment practices without regard to race, religion, color, sex or gender (including gender identity, pregnancy, childbirth, lactation, pregnancy- and childbirth-related medical conditions), sexual orientation, national origin, ancestry, age, uniform-service member/veteran status, marital status, medical condition, physical or mental disability, taking/requesting statutorily protected leave, or any other basis protected by law.*