



JOB ANNOUNCEMENT: IMMIGRATION ATTORNEY

Potential Office Locations: East Palo Alto, Mountain View, Redwood City, Burlingame or San Francisco

Applications reviewed on a rolling basis

Community Legal Services in East Palo Alto (CLSEPA) is a 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, immigrants' rights, housing, employment, consumer, and reentry law. We maximize our impact by coupling direct services with community education, technical assistance, policy advocacy, and impact litigation. Our immigration services include U visas (for crime victims who assist law enforcement), asylum, special immigrant juvenile visas (for abused, abandoned, and neglected children), and other relief. We offer representation to immigrants in removal proceedings and also have 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*)

1. Provide legal advice and counsel on immigration issues, including participating in immigration clinics and assisting with emergency cases
2. Provide legal representation in immigration matters before U.S. Citizenship and Immigration Services, Immigration and Customs Enforcement, the Immigration Court, and Board of Immigration Appeals
3. Manage a diverse case load
4. Train, mentor, and supervise volunteer attorneys and students assisting with immigration matters
5. Participate in community outreach events and presentations
6. Maintain and establish relationships with community partners and immigration service providers
7. Assist with fundraising needs, including drafting proposals and preparing grant reports

Knowledge, Skills, & Abilities

1. Bar membership
2. Fluency in Spanish
3. Two to eight years of post-law school legal experience
4. Knowledge of immigration law, as reflected in courses, internships, and/or legal experience preferred
5. Commitment to serving low-income populations and communities of color
6. Ability to relate to and communicate with a broad range of clients and colleagues
7. Excellent written and oral communication skills
8. Values working cooperatively with others, both within the organization and in the community
9. Position requires participation in occasional weekend and evening events and clinics

Salary: Salary range is \$60,000 - \$80,000 (depending on experience). Benefits include medical, vision and dental insurance, life and disability insurance, and paid leave. CLSEPA also offers a flexible spending plan, for qualified health and child care expenditures.

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 "Immigration 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 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.