



JOB ANNOUNCEMENT: MANAGING ATTORNEY, IMMIGRATION PROGRAM
Potential Office Locations: East Palo Alto, Mountain View, Redwood City, or Burlingame
Applications must be submitted by June 23, 2018

ABOUT THE ORGANIZATION

Community Legal Services in East Palo Alto (CLSEPA) is a non-profit legal services agency. We provide transformative legal services that enable diverse communities in East Palo Alto and beyond to achieve a secure and thriving future. CLSEPA specializes in housing, immigration, immigrants' rights, employment, re-entry and consumer law and combines policy, advocacy and impact litigation with direct legal services. More information about CLSEPA is available at www.clsepa.org.

ABOUT THE POSITION

CLSEPA seeks a full-time Managing Attorney to join our Immigration Team. The Managing Attorney is responsible for: (1) mentoring and supervising a team of immigration staff and volunteers; (2) fostering an inclusive, collaborative, and supportive work environment; and (3) playing a leadership role in the program's fundraising and relationship-building with external stakeholders.

Essential Duties & Responsibilities

1. Provide mentorship, supervision and professional development support to a team of staff and volunteers, potentially across different offices;
2. Work collaboratively with the team to maintain an optimal balance between meeting community and client needs and ensuring manageable caseloads and workloads;
3. Manage a portfolio of grants and contracts, including overseeing data collection, ensuring progress toward deliverables, drafting proposals and reports, and participating in funder briefings;
4. Maintain strong relationships with external stakeholders, including government agencies and officials, community-based organizations, educational institutions, non-profit legal services providers, law firms and corporate volunteers, media outlets, and other key institutions;
5. Represent CLSEPA at conferences, coalitions, meetings, trainings, and community events; and
6. Maintain a docket of cases, projects, and initiatives, as permitted by other responsibilities.

Knowledge, Skills, & Abilities (Required)

1. Bar membership and a minimum of 6 years of post-law school legal experience;
2. Demonstrated commitment to serving low-income and under-served communities;
3. Excellent managerial skills, including the ability to work effectively in collaboration with a diverse team, be a proactive and engaged supervisor, and inspire confidence in others.
4. Excellent listening, communication, and persuasion skills;
5. Experience with fundraising, including foundation grants and/or government contracts, is a plus.
6. Ability to relate to and communicate with a broad range of clients and colleagues;
7. Values working cooperatively with others, both within the organization and in the community; and
8. Displays enthusiasm and willingness to accept responsibility and fulfill job requirements.

SALARY: \$80,000 or higher, 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.

APPLICATION: Please send a resume, cover letter, writing sample, and list of three references to jobs@clsepa.org with the subject heading “Managing Attorney, Immigration” or send your materials to: Community Legal Services in East Palo Alto, Human Resources, and 1861 Bay Road, East Palo Alto, CA 94303. No calls.

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.