



**COMMUNITY
LEGAL SERVICES
IN EAST PALO ALTO**

**JOB ANNOUNCEMENT: STAFF OR SENIOR ATTORNEY, IMMIGRANTS' RIGHTS (depending on experience), (Potential Office Locations: San Francisco, Burlingame, and Mountain View)
*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 partner with low-income communities and communities of color to break down systemic barriers to inclusion and equity by providing holistic, legal services in the areas of immigration, immigrants' rights, housing, employment, consumer and reentry law.

CLSEPA is looking for an Immigrants' Rights Attorney to join our team. This attorney will work on community-led, local advocacy and policy work, in particular, with schools, law enforcement agencies and other government agencies in San Mateo and Santa Clara Counties. The ideal candidate will have some organizing experience, and is passionate about working with and supporting organizers and community leaders and building coalitions. Some media and/or communications experience is also a plus. Depending on need and experience, this attorney may also oversee a handful of direct service cases and could also participate in affirmative litigation to challenge abusive and unlawful practices against immigrant communities. This position requires some travel throughout San Mateo and Santa Clara Counties for various events and meetings at our other offices or with government agencies or community partners.

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

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. Establish and nurture relationships with community partners, including providing advice and counsel to community groups and working with organizations to build social justice movements supporting immigrants' rights or to identify new potential litigation
4. Participate in community outreach events and presentations and engage in public education and media advocacy
5. Depending on experience, engage in litigation, including individual suits, class actions, and *amicus* briefs in state and federal court at the trial and appellate levels.
6. Train, mentor, and supervise staff, volunteer attorneys and law students working on immigrant rights issues
7. Assist with fundraising needs, including drafting proposals, preparing grant reports, and advocating for expanded resources to assist immigrant communities

Knowledge, Skills, & Abilities

1. Bar membership required
2. Two to eight years of post-law school legal experience
3. Commitment to serving low-income populations and communities of color
4. Proficiency or fluency in Spanish and/or Pacific Islander languages, preferred
5. Experience with designing media strategy and press communications, preferred
6. Ability to relate to and communicate with a broad range of clients and colleagues
7. Excellent research, writing, 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, 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 "Immigrants' Rights 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.