



JOB ANNOUNCEMENT: IMMIGRATION ADVOCATE

Office Location: East Palo Alto Applications reviewed on a rolling basis; early applications are encouraged

Community Legal Services in East Palo Alto (CLSEPA) is a 501(c)(3) non-profit legal services agency. Our mission is to 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, employment, re-entry and consumer law and combines policy advocacy and impact litigation with direct legal services in order to achieve its mission. CLSEPA seeks a full-time Immigration Advocate. The Immigration Advocate is responsible for performing intake with new potential clients, filling out basic immigration forms, meeting with clients to gather necessary information, performing written translations and oral interpretation, and assisting attorneys in assembling filings.

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

1. Providing intake and screening for new potential clients, scheduling consultations, and providing referral information.
2. Provide administrative support to CLSEPA attorneys, including case follow-up, file/database maintenance, Spanish-language interpretation, drafting letters and documents, copying and scanning, logging mail, and other tasks as needed
3. Fill out basic immigration forms for clients.
4. Assist with and participate in community outreach events and legal workshops and clinics
5. Conduct any client or administrative follow-up needed after the clinics or workshops

Knowledge, Skills, & Abilities (Required)

1. Excellent written and oral communication skills
2. Fluent in Spanish
3. Able to summarize information accurately and identify potential legal issues
4. Strong organizational and time management skills
5. Commitment to serving low-income and under-served communities
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
8. Displays enthusiasm and a willingness to accept responsibility and fulfill job requirements

SALARY: \$49,000 (prorated) or higher depending on experience. Benefits include generous paid leave, medical, vision and dental insurance, life and disability insurance. 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 Advocate" 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.