



...A NONPROFIT COMMUNITY LAW CENTER

474 Valencia Street, Suite 295, San Francisco, CA 94103

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**Immigration Staff Attorney,
Removal Defense Program**

La Raza Centro Legal, San Francisco has provided free legal services to the city of San Francisco and surrounding counties for over 50 years. We are a non-profit legal aid agency and a leader in the provision of excellent legal services by licensed attorneys to the Spanish-speaking and wider immigrant and low-income community in the counties of San Francisco, San Mateo, and the Bay Area. Bilingual Spanish-speaking attorneys and paralegals provide all services in a culturally competent manner and utilizing a trauma – informed approach. At La Raza Centro Legal, lawyers partner with the community, so that justice may prevail.

Job Description

The Immigration Staff Attorney will represent clients in removal proceedings, with a focus on particularly vulnerable populations, such as LGBTQ+ and Indigenous immigrants. The attorney will manage an individual caseload, respond to the San Francisco Rapid Response immigration hotline, contribute to community outreach events, complete grant reporting, assist with fundraising efforts, recruit and supervise pro bono attorneys, and other tasks. This position may involve representing people in immigration detention.

Clinical and Case Work Responsibilities:

- Represent clients in the San Francisco Immigration Court, primarily in asylum cases
- Prepare and submit filings in accordance with the EOIR Practice Manual
- Write motions, briefs, and BIA appellate briefs, as needed
- Represent clients in affirmative applications for asylum, SIJS, U Visa, T Visa, and other forms of relief before USCIS, as needed
- Assist community members with pro se filings, such as asylum and work permit applications
- Ensure that legal work is consistent with agency mission

Community Education Responsibilities:

- Conduct know-your-rights presentations and information sessions
- Develop informational materials on immigration law
- Represent La Raza Centro Legal at various coalition meetings

Responsibilities – Immigration Program:

- Attend team meetings
- Assist with funding reporting requirements
- Assist with case management systems
- Assist in the overflow work of the program

Responsibilities – Agency Wide:

- Attend regularly scheduled staff meetings
- Assist with fundraising and grant writing for the agency
- Represent the agency to the community at meetings, public events, media outreach,

and other forums

Requirements:

- Fluent, bilingual and biliterate, in Spanish and English
- J.D. and licensed in good standing in any of the 50 states or Puerto Rico; CA bar admission is a plus.
- Strong research and writing skills
- Attention to detail
- Interest in immigration law and passionate about issues affecting immigrants.
- Sensitivity to working with children and survivors of trauma.
- Team Player, positive demeanor, ability to prioritize key tasks and timely meet task deadlines
- Willingness to mentor and supervise law clerks, volunteers, and interns

Benefits:

- Salary beginning at \$100,400 - \$102,900/year (depending on experience), plus benefits premiums
- Group health and medical insurance coverage for employee and eligible dependents
- Dental insurance coverage
- Term Life insurance and Long-Term Disability coverage
- Retirement plan matching
- Generous paid annual leave, paid health leave, 16 paid holidays, plus vacation and comp time, and flexible schedule
- This position is a Union position represented by SEIU Local 1021
- This is a hybrid position with three days per week in office and two days per week remote

Level of Language Proficiency:

- Required: complete fluency in English and Spanish

How to Apply: E-mail resume and cover letter to jordan@lrcl.org and carolina@lrcl.org.

La Raza Centro Legal is an equal opportunity employer. Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.

Job Type: Full-time

Pay: \$100,400 - \$102,900/year DOE