



## **JOB ANNOUNCEMENT**

**Position:** Pro Bono Managing Attorney, Immigrants' Rights Team

**Reports to:** Immigrant Rights Directing Attorney

**Bargaining Unit:** No

**FLSA:** Exempt

**Type:** Full Time

### **Position Summary**

Centro Legal is seeking a Pro Bono Managing Attorney who believes immigrant rights are human rights and who is committed to exploring strategies to increase the organization's capacity to provide immigration legal services. These involve not only working externally with pro bono partners whose collaboration allows our services to become accessible to a larger community of clients than we could otherwise serve, but also working internally to develop and mentor legal staff, such as DOJ accredited representatives and paralegals in training to receive this recognition. Therefore, this is a senior level attorney position, involving supervision and mentorship of staff and high-level project management in addition to direct representation of clients in a limited number of cases. The managing attorney will lead a team in providing legal services to immigrants and will manage Centro Legal's pro bono program, attending to relationships with pro bono partners, overseeing the organization's pro bono clinics and providing mentorship on cases placed with pro bono counsel. The ideal candidate will have expertise in humanitarian immigration relief, such as asylum, including cases involving unaccompanied children; and he/she/they will have experience in removal defense as well as affirmative applications before the USCIS.

### **Responsibilities**

- Managing Centro Legal's pro bono program, maintaining relationships with pro bono law firm partners;
- Overseeing the coordination of Centro Legal's pro bono clinics, in collaboration with our Clinic Coordinator; as well as supervising the Clinic Coordinator;
- Providing trainings and mentorship on cases placed with pro bono counsel;
- Supervising and mentoring DOJ Accredited Reps, ensuring ongoing professional and leadership development;
- Supervising a diverse group of paralegals and legal support staff, including holding regular check-ins and prioritizing self-care and wellbeing in the assignment of case work. She/they/he will also work with volunteers, and interns;
- Directly representing clients before USCIS and EOIR on a limited number of cases involving asylum, SIJS, adjustment of status, naturalization, U visas, and other protections such as DACA;
- In collaboration with others in the Immigrants' Rights Team, occasionally participating in Centro's regular legal intake clinics, conducting consultations with potential clients and community members; as well as lending support to our outreach and education efforts, through Know Your Rights presentations, legal referrals and follow-up assistance;
- Contributing to team building in the Immigrant Rights Program and Centro Legal, participating in team-wide activities and developing positive working relationships;

- In collaboration with the Directing Attorney and other Managing Attorneys, participating in local, regional, and national coalition and working with partners on policy initiatives, advocacy and litigation efforts, as needed; as well as assisting in identifying potential federal litigation cases arising from direct services work and assisting in impact litigation efforts in federal district and circuit courts for placement with pro bono attorney or other non-profit litigation partners;
- Supporting the Immigrants' Rights Program Directing Attorney in identifying appropriate case stories and providing legal expertise for use in reports, advocacy efforts, as well as communications work, such as interviews with the media regarding changing immigration law and policy topics; and
- Supporting the Immigrants' Rights Program and Centro Legal's leadership in strategic planning and visioning for long-term sustainability.

### **Qualifications**

First and foremost, the applicant must profoundly share Centro Legal's mission and vision of social justice. Qualifications include:

- J.D; admitted and in good standing with a State Bar (California Bar membership preferred);
- Language requirement: Fluency in English and Spanish strongly preferred. We may consider otherwise strong candidates who have fluency in English and another language spoken by immigrant communities in the Bay Area;
- Minimum of 5 years of post-JD experience in removal defense and affirmative humanitarian immigration law practice;
- At least one year of supervision experience is required; supervision experience in removal defense, asylum, SIJS, and/or of DOJ representatives or law students is strongly preferred;
- A demonstrated ability to build and manage programs, excellent organizational skills;
- Strong leadership skills, preferably with experience managing or mentoring other attorneys, as well as building and maintaining professional relationships;
- Excellent writing, research, analytical, and verbal communication skills;
- Familiarity with trauma-informed lawyering skills and practices for working with survivors of violence and other forms of trauma;
- A demonstrated commitment to civil liberties, immigrant justice, and public interest law;
- Demonstrated ability to work cooperatively on projects with lawyers, other staff members, and diverse community organizations;
- Demonstrated commitment to diversity within the office and a personal approach that values all individuals and respects differences regarding race, ethnicity, age, gender identity and expression, sexual orientation, religion, ability, socio-economic circumstance, immigration status, and record of arrest or conviction; and
- Willingness to conduct training and outreach activities in the community.

### **Compensation**

This is a full time exempt position that is competitive and commensurate with experience ranging from \$96,448 - \$102,721.

## **Benefits and Perks**

We offer a competitive and comprehensive benefits package to include: medical, dental, vision, long-term disability and life insurance.

- Medical coverage ( Kaiser) will be provided at Centro Legal's expense covering 100%, and 50% for dependents, spouses, and partners. Our alternative health plans with United Health Care at an additional premium cost.
- Additional Benefits include: Health Care FSA, Dependent Care FSA, commuter benefits, pet insurance, and Employee Assistance Plan.
- PTO: Vacation: 0-1 year 16 days per year, 1-2 year 18 days per year, Over 2 years 23 days per year, (1) paid wellness days per month, 12 sick days per year.
- Office Closure: 12 holidays + Winter break is 8 work days, to include the period from December 24th through January 1st
- 4 Day Workweek Pilot through December. During the pilot Centro's operating hours are Monday - Thursday, 9am-5pm.

## **To Apply**

Review of applications will begin immediately and continue until the position is filled. Applicants should apply without delay. To apply, please send a brief cover letter, resume, and list of three professional references by email to [jobs@centrolegal.org](mailto:jobs@centrolegal.org), with the subject line, **"Immigrants' Rights Pro Bono Managing Attorney"** in the subject line.

## **POSITION OPEN UNTIL FILLED**

### **About Centro Legal de la Raza and the Immigrants' Rights Team**

Since 1969, Centro Legal has worked to protect and advance the rights of low-income, immigrant, Black, and Latinx communities through bilingual legal representation, education, and advocacy. We combine quality legal services with know-your-rights education, affirmative litigation, and youth development, to ensure access to justice for thousands of individuals and families each year throughout Northern and Central California. Our legal practices take on challenging cases and fight for our clients passionately, with the hope that everyone feels heard and represented in the midst of our turbulent justice system.

Centro Legal's Immigrants' Rights Team believes in building people power and creating long-lasting sustainable change by standing in solidarity with our clients, centering their voices and their stories, and advocating for systemic change to fix a broken immigration system. We simultaneously seek to realize this vision internally by building a legal team whose practices reflect the organization's values of empowerment, inclusion, integrity, compassion and justice.

Centro's immigration practice includes comprehensive, full-service direct representation before the U.S. Citizenship and Immigration Services and the immigration courts, as well as in district court and the Ninth Circuit federal court of appeals. Centro also participates in impact litigation efforts, legal rights

education, and local and national advocacy. We focus on serving the needs of our most vulnerable community members, including families living in poverty, long residing undocumented immigrants and families, youth, LGBTQ immigrants, victims of violent crimes, asylum seekers, and detained individuals in removal proceedings. Our services range from detained and non-detained removal defense, cases involving the intersection of immigration and criminal law, asylum and other humanitarian relief, as well as family-based immigration and naturalization.

### **Diversity Statement**

Centro Legal is an equal employment opportunity employer and shall not discriminate on the basis of race, color, religious creed, sex (including pregnancy), gender, national origin, ethnicity, ancestry, citizenship, age, medical condition including genetic characteristics, mental or physical disability, service in the uniformed services or veteran status, marital status, family responsibilities, caregiver status, sexual orientation, gender identity (including transgender status), gender expression, weight, height, linguistic characteristics (such as accent and limited English proficiency where not substantially job-related), citizenship status, status as a victim of domestic violence, sexual assault, or stalking, HIV/AIDS status, conviction/incarceration history (subject to any requirements, exceptions or limitations provided for in the Fair Chance Act or other applicable federal, state, and local law), political affiliation, Union activity, or any other basis prohibited by law. Centro Legal also prohibits discrimination based on a perception that an individual has any of the characteristics of the protected classes listed above, and further prohibits discrimination against an individual who is associated with a person who has, or is perceived to have, any of those characteristics.