

JOB ANNOUNCEMENT

Position: Supervising Attorney, Immigrant Rights Team

Reports to: Immigrant Rights Managing Attorney

Bargaining Unit: No

FLSA: Exempt

Type: Full Time

Position Summary

Centro Legal is seeking a Supervising Attorney interested in growing professionally and advancing their leadership skills, and who believes immigrant rights are human rights and is committed to advancing social justice through the provision of immigration legal services. Our Immigrant Rights Team seeks a Supervising Attorney with at least 3 years of experience practicing immigration law. This is a position for an experienced attorney, involving supervision and mentorship of staff and direct representation of a high volume of cases. The Supervising Attorney will lead a team in providing legal services to immigrants, overseeing the organization's pro bono clinics and providing mentorship on cases placed with pro bono counsel. The ideal candidate is an individual with expertise in humanitarian immigration relief, such as asylum, including cases involving unaccompanied children; and has experience in removal defense as well as affirmative applications before the USCIS. He/she/they

Responsibilities

- Direct representation of immigrant clients before USCIS and EOIR in cases involving asylum, SIJS, adjustment of status, naturalization, U/T visas, and other protections such as DACA;
- Supervise, mentor, and ensure ongoing professional and leadership development for a diverse group of attorneys, DOJ accredited representatives and paralegals, including holding regular check-ins and prioritizing self-care and wellbeing in the assignment of case work;
- Ensure the proper maintenance of case management systems, involving management of physical and electronic case files as well as our electronic database and other tools;
- In collaboration with others in the Immigrant Rights Team, occasional participation in Centro Legal's regular legal intake clinics, conducting full-scope immigration legal consultations with potential clients and community members; and provide Know Your Rights presentations, legal referrals and follow-up assistance to service-seekers;
- In collaboration with others in the Immigrant Rights Team, occasional participation in Centro Legal's *pro bono* legal clinics, providing training and mentorship to pro bono attorneys; as well as reviewing their work; may include longer-term mentorship on cases placed with *pro bono* counsel for full scope representation;
- Contributing to team building in the Immigrant Rights Program and Centro Legal, participating in team-wide and staff-wide activities and developing positive working relationships;
- In coordination with the Immigrant Rights Managing Attorneys, work with local, regional, or national 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;

- Supporting the Immigrant 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.
- Working with the Immigrant Rights Program and Centro Legal's leadership informing and advising on important program management decisions.

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 3 years of post-JD experience in immigration law, including experience in both removal defense and affirmative immigration legal practice;
- At least one year of supervision experience is required; experience supervising legal staff such as attorneys or DOJ representatives strongly preferred;
- 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;
- A demonstrated ability to build and manage programs, excellent organizational skills;
- Strong leadership skills, preferably with experience managing other attorneys and staff;
- 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 \$89,503 - \$95,773.

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, with the subject line, "**Immigrants' Rights Supervising 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.