



JOB DESCRIPTION

TITLE: Staff Attorney- Affirmative Immigration Relief DEPARTMENT/PROGRAM: Immigration Services REPORTS TO: Director of Immigration Services		CLASSIFICATION: <input checked="" type="checkbox"/> Exempt; <input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-Time
DATE REVISED: 06/20/2023	APPROVED FOR USE:	COMPENSATION: \$78,000 - \$85,000 DOE

POSITION SUMMARY:

The Affirmative Immigration Relief Attorney must be passionate about ELF's mission. To that end, the Affirmative Immigration Relief Attorney will provide client consultations with greater attention to complicated cases, representation of clients, research, and analysis. The Affirmative Immigration Relief Attorney will be part of the Education and Leadership Foundation Immigration department, representing immigrants and refugees in wrongful work treatment. The Affirmative Immigration Relief Attorney will work collaboratively with our staff, including the Managing Director, Program Manager, Staff attorneys, administrative support staff, and case workers, to provide client-centered, holistic services. The Affirmative Immigration Relief Attorney represents clients before the U.S. Department of Homeland Security (DHS only) in the following areas of immigration: Adjustment of Status; Consular Process; Extension of Non-Immigrant Status; DACA Renewal Applications; Naturalization; Acquisition and Derivation of Citizenship; Legal Permanent Resident (LPR) Renewals; Advance Parole; Parole-in-Place; U-VISA; VAWA; Inadmissibility Waivers; Removal Defense Cases, TPS, Special Immigrant Juvenile Status, K-1 Visas, T-Visas, CAT, and other similar benefits.

DUTIES & RESPONSIBILITIES:

Performance Area 1: Key Responsibilities

- Litigate affirmative and defensive cases before USCIS, EOIR, the BIA, and the 9th Circuit Court of Appeals.
- Responsible for individual caseload, providing affirmative and defensive immigration services, with a primary focus on removal defense, asylum, and SIJS petitions, among other forms of benefits and/or relief.
- After determining that a client is entitled to any given immigration benefit, prepares applications or petitions with supporting evidence and represents clients before USCIS and EOIR.
- Provide support as needed to other attorneys, accredited representatives, legal assistants, and volunteers on substantive legal matters and Participate in the development of case selection criteria.
- Other responsibilities include but are not limited to conducting consults on potential clients and assessing whether they qualify for relief, researching legal issues related to their claims, preparing all necessary filings, and representing them throughout their removal proceedings.

- Uses cultural sensitivity and awareness to develop appropriate and effective strategies to address the needs and advance the rights of vulnerable communities.
- Prepare and submit country conditions, declarations and other supporting evidence for applications to defend clients against removal;
- Work collaboratively with colleagues and participate in weekly group case review, on-site trainings and provide supervision for support staff's legal work;

Performance Area 2: Organizational Development

- Track and assess annual case files and outcomes in an electronic case management system.
- Network to obtain external organizational support, build collaborations that support legal program activities, and/or refer clients to partners on issues outside our expertise.
- Assist with meeting grant deliverables that fund the immigration legal program.
- Complete narrative reports as needed for grantors and funders, including program outcomes, Work Plans, goals/objectives, etc.
- As needed, participate in staff meetings, case reviews, and other community meetings.

Performance Area 3: Community Education and Advocacy

- Support, as needed, with legal workshops, clinics, and training.
- Assist and participate in at least two monthly clinics.
- Conduct presentations on various immigration-related topics as needed.
- Perform other duties as assigned by the Director of Immigration Services or Executive Director.

EDUCATION, EXPERIENCE, LICENSE/CERTIFICATION, & SKILLS:

Education

- Have a U.S. law degree (J.D.) and active bar membership. CA bar membership is preferred and will be given preference. Individuals with experience in immigration law, specifically in removal defense, will also be given preference.

Experience

- Experience in removal defense, minimum 1-year court experience, and 2-year removal defense experience.
- Must be a fast and flexible learner who can work in an organization with many moving parts.
- Committed to the immigrant community's needs and passionate about immigrant and human rights.

License/certification

- Valid CA driver's license.
- Must have a valid driver's License, car insurance, and daily access to a car.
- Must be in good standing with the state bar (CA State Bar preferred).

Skills

- Biliterate (English/Spanish)
- Fluent in English and Spanish
- Excellent communication skills both verbally and in writing.
- Excellent analytical skills.

- Able to quickly build and maintain rapport with clients, community members, and coworkers of differing backgrounds, team player.
- Strong organizational skills.
- Attention to detail and strong legal office organizational skills.
- Adept at public speaking and teaching in large groups and comfortable with conducting media interviews.
- Ability to work under pressure and exercise flexibility as needed.
- Ability to work independently and exercise sound judgment.
- Intermediate to advanced software skills with MS Office suite (Word, Excel, PowerPoint, Publisher).
- Able to handle multiple tasks simultaneously.
- Customer-focused and service-oriented.
- Positive professional insight.
- Regularly exhibits flexibility and dependability in work and working relationships.
- Ability to identify problems and develop creative solutions both independently and in cooperation with others.
- Understanding modern office practices and procedures, including scanning, faxing, video conferencing, text, and chat messages, etc.
- Community organizing or community lawyering experience is a plus.

Additional Duties:

1. Confidentiality/Privacy compliance - Treats all client, member, and employee information as sensitive and confidential. Responsible for maintaining compliance with all HIPAA regulations and requirements where applicable.
2. Compliance - Ensure compliance with all local, state, and federal regulations.
3. Quality Improvement - Participate in quality improvement activities and contribute towards the overall performance improvement of the department and organization.
4. Safety - All employees will participate in the ELF safety program.
5. Travel – The position may require you to work weekends/evenings and travel as needed.
6. Work Schedule – the position may participate in evening in and/or weekend activities as the department and organization require.

ENVIRONMENTAL CONDITIONS AND PHYSICAL REQUIREMENTS:

Environmental Conditions:

Work generally occurs within an office environment. Air quality is good, with adequate lighting at desks/workstations. Noise conditions are moderate and limited to self and others on telephone calls and general interactions with coworkers and the public.

Physical Requirements:

- Must be able to lift to 20 pounds and push up to 50 pounds (on wheels).
- Must hear staff on the phone and those served in person and speak clearly to communicate information to patients and staff.
- Must be able to read memos, computer screens, personnel forms, and clinical and administrative documents.

- Must have high manual dexterity.
- Must be able to reach above the shoulder level to work, must be able to bend, squat and sit, stand, stoop, crouch, reach, kneel, twist/turn.

To Apply:

Please email your resume and cover letter to Ana Luisa Lopez, Human Resources Manager, at alopez@education-leadership.org and Matias Bernal, Executive Director, at mbernal@education-leadership.org.