



## **JOB POSTING**

**JOB TITLE:** Staff Attorney

**SALARY:** \$60,000 - \$65,000

CHIRLA offers an excellent benefit package, which includes generous time off, health, dental, vision and 401K plan.

**FLSA CLASSIFICATIONS:** Exempt/Salaried, full-time, regular

**REPORTS TO:** Managing Attorney

**TYPE:** Regular

**CLOSING DATE OF POSITION:** Position will remain open until filled

**LOCATION:** Multiple branch office locations available

The Coalition for Humane Immigrant Rights (CHIRLA) is a nonprofit organization founded in 1986. CHIRLA is a California leader with national impact made of diverse immigrant families and individuals who act as agents of social change to achieve a world with freedom of mobility, full human rights, and true participatory democracy. CHIRLA organizes and serves individuals, institutions and coalitions to build power, transform public opinions, and change policies to achieve full human, civil and labor rights. Guided by power, love and vision of our community, CHIRLA embraces and drives progressive social change.

## **POSITION:**

The Staff Attorney will provide affirmative immigration relief services and provide representation of clients in affirmative and defensive immigration proceedings and pursue community-based systemic reform and advocacy aimed at reforming unforgiving federal immigration laws. Staff Attorney will offer consultations and prepare their cases for all types of immigration relief. Staff Attorney will attend with immigration clinics including weekends and evenings. Staff Attorney will attend and assist in Triage (in person consultation intake system) which requires 7 AM- 3 PM work schedule and alternating Saturday mornings 7 AM- 11 AM.

## **DUTIES AND RESPONSIBILITIES:**

- Screen potential non-citizens for all potential and available immigration benefits including citizenship, adjustment of status, Special Immigrant Juvenile Status, Deferred Action for Childhood Arrivals (DACA), victim-based relief, family petition, and removal defense.
- Provide direct legal services to clients.
- Assist the Managing attorneys in training and supervising paralegals in all duties.
- Supervises legal clinics as needed.
- Support CHIRLA's fundraising goals including annual fundraising drive and GALA activities;
- Attend clinics and Triage as schedule on Tuesday, Thursdays and Saturdays
- Review criminal dispositions and analyze immigration consequences
- Inform and explain to client case timelines and expectations
- Work closely and diligently with other attorneys to maximize case output
- Other duties and responsibilities as necessary





## SKILLS AND QUALIFICATIONS:

- Active attorney license
- Active membership in the California State Bar is preferred
- A high level of integrity and the ability to maintain confidentiality
- Ability to communicate effectively both orally and in writing
- Ability to establish and maintain effective relationships throughout the organization and with external state funders
- Demonstrated commitment to social justice, progressive social change, empowering communities' rights and justice
- Demonstrated experience working effectively as part of a team and with colleagues of diverse backgrounds and perspectives, in a remote work environment
- Engaging communication skills that can effectively and independently communicate with diverse audiences and network collaboratively among a variety of stakeholder groups
- Excellent creative problem solving, strategic thinking, and analytical skills
- Excellent organizational skills and strong attention to detail
- Experience in assisting noncitizens apply for administrative relief strongly preferred
- Experience with direct services and ideally in a nonprofit setting
- Experience working with survivors of trauma, domestic violence, sexual abuse, and human trafficking
- Experience working with underserved and diverse populations
- Maintain confidentiality of sensitive information
- Must be comfortable in a collaborative, consultative environment
- Must be flexible to work early morning, evenings and Saturdays during clinical/consultations times as needed
- Prior experience in immigration law required and filling out USCIS forms and applications
- Prior experience helping clients who are victims of violence, including conducting client interviews
- Proactive nature in using technology and systems to maximize efficiencies with tasks
- Spanish fluency or high proficiency is required as the job requires extensive legal counseling and representation in the Spanish language
- Strong interpersonal and communication skills and ability to work effectively with a diverse community
- Strong commitment to CHIRLA's mission of empowering low-income community groups
- Support CHIRLA's fundraising goals including annual fundraising drive and GALA activities

**To apply - submit cover letter, resume and references: [jobs@chirla.org](mailto:jobs@chirla.org)**

**Subject Line should read: Staff Attorney**

