



JOB POSTING

JOB TITLE: Law Clerk

SALARY: \$60,000

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

FLSA Classification: Exempt/Hourly, full-time, regular

REPORTS TO: Sandy Benitez, Managing Attorney

START: Immediately

LOCATION: Multiple branch office location 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 SUMMARY:

The Law Clerk will assist Managing Attorney in providing affirmative immigration services, prepare in the representation of clients in affirmative and in deportation proceedings, and pursue community-based systemic reform and advocacy aimed at reforming unforgiving federal immigration laws.

RESPONSIBILITIES AND DUTIES:

- Assist the Managing Attorney in screening potential non-citizens for all potential and available immigration benefits, including citizenship, adjustment of status, Special Immigrant Juvenile Status, and remedies for victims of trafficking and victims of crime
- Assist with immigration clinics as needed including evenings and weekends
- Collect client data for grant reporting purposes
- Provide overall office support and calendar meetings
- Assist with development of systems and procedures help to more efficiently manage case load
- Assist Interim Associate Director of Legal Services in contract implementation and oversee contract amendments of state-wide programs and public funding
- Track progress towards contract deliverables to ensure compliance and timely completion
- Maintain up-to-date calendar of submission and reporting deadlines jointly with Development Liaison
- Assist with members of the organization and leadership staff to gather necessary information for reporting
- Manage the preparation for monitoring visits and audits requested by federal program reps
- Complete on-going compliance audits of program attendance, agenda items and files, and maintain documentation of audit outcomes
- Maintain and organize all reports, audits and survey documentation
- Perform other duties as identified in order to meet department goals





- Assist in tracking all grant activities, and completes the grant administration reporting required for all institutional awards
- Assist with project closures and reviews completed activities to confirm that all deliverables are received and all financial transactions are recorded
- Manage and monitor status including follow-up with program staff to review outstanding deliverables to receive financial and/or technical reports

EDUCATION, EXPERIENCES AND COMPETENCIES:

- Juris Doctorate (JD) required
- General knowledge of immigration law
- Prior experience filling out USCIS forms and applications
- Prior experience setting up tracking and reporting systems for grants and government contracts
- Spanish fluency is required as the job requires extensive legal counseling and representation in the Spanish language
- Position requires an employee to use his or her personal vehicle to travel between worksites, or other locations, as a primary job duty
- Strong oral and written advocacy skills and excellent organizational skills as well as the ability to work and problem-solve under pressure
- Demonstrated commitment to public service, immigration defense, as well as to working with clients from poor communities
- Highly self-motivated, creative, takes initiative, ability to learn quickly, flexible and able to work as part of an interdisciplinary team of advocates
- A high level of integrity and the ability to maintain confidentiality;
- Must be extremely organized and able to work under pressure and within tight deadlines. Must be able to work efficiently and manage multiple projects at once, which may be at different stages of design and execution
- Strong interpersonal and communication skills
- Ability to work effectively with a diverse community
- Must be flexible to work evenings and Saturdays as needed
- Requires some travel within California

**To apply, submit cover letter, resume and references to: jobs@chirla.org
Subject Line should read: Law Clerk**

