



JOB POSTING

JOB TITLE: Managing Attorney, Special Juvenile Immigrant Status (SJIS)

SALARY RANGE: \$86,000- \$93,017 based on experience

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

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

COVID-19 Requirements: CHIRLA requires all new employees to be fully vaccinated against COVID-19 or submit weekly negative test results

REPORTS TO: Director of Legal Services and Special Initiatives

START: Immediately

LOCATION: Headquarter, Los Angeles, CA

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 DESCRIPTION:

The Managing Attorney in this unit is charged with leading the Special Immigrant Juvenile Status (SIJS) work completed in the Legal Department via the establishment of protocols to facilitate increased capacity to support minors in juvenile dependency proceedings. The Managing Attorney will ensure that the SIJS work in the Department is completed. The candidate in this position will be responsible for reporting and managing SIJS-specific grant assignments and engage in collaborations with other community agencies, organizations and partnerships, and fundraising. The Managing Attorney and any Department staff engaged in SIJS work will engage in program-wide work groups and initiatives, including diversity, equity and inclusion. The candidate will develop proposals as needed for review by the Director to expand and support the capacity for SIJS work. The Managing Attorney will participate as a member of the legal department management team, consistent with department practices for supervising attorneys.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Represent SIJS clients in the State of California Superior Court, and USCIS as necessary to obtain SIJS
- Primarily to file cases and attend various hearings to obtain necessary SIJS orders.
- Work with Director of Legal Services and Special Initiative to develop the departmental capacity for future Special Immigrant Juvenile Status (SIJS) work
- Create systems, materials, trainings, and templates for the unit
- Train staff as needed to screen for SIJS
- Train staff as needed to represent clients in parentage, custody, and probate proceedings
- Supervise and review the work product of BIA accredited representative(s) and those seeking accreditation (both staff and volunteers), administrative staff, and legal interns in the unit or office
- Engage in community involvement to identify potential clients and collaborators





- Identify professional development opportunities and facilitate training for legal department staff, volunteers, and interns, as needed
- Stay apprised of developments in immigration law and communicate pertinent regulatory and legislative changes to CHIRLA's staff, in a timely basis
- Develop and maintain relationships with other legal services and community-based organizations
- Establish collaborations with local law schools and universities to recruit legal interns
- Replicate and implement the adopted Legal Department processes and protocols in the unit
- Review and approve timesheet for assigned paralegal in the unit
- Conduct performance evaluations of paralegal in the unit
- Monitor and report relevant and necessary data and narrative to comply with grant deliverables to Associate Director
- Supervise triage consultations by staff attorneys to identify potential and available forms of relief offered by the Legal Department
- Support CHIRLA's fundraising goals including annual fundraising drive and GALA activities
- Support the mission and values of CHIRLA by participating in other duties as capacity allows

SKILLS AND QUALIFICATIONS:

- Juris Doctor and an active membership in the California State Bar
- Prior experience in immigration law required
- Experience in assisting noncitizens apply for administrative relief strongly preferred
- Experience working with underserved and diverse populations
- Advocacy and experience in services for victims of crime
- Strong coordination, communication and advocacy skills
- Spanish fluency or high proficiency is required as the job requires extensive legal counseling and representation in the Spanish language
- Excellent organizational skills and strong attention to detail
- Strong interpersonal and communication skills; ability to work effectively with a diverse community
- Ability to establish and maintain effective relationships throughout the organization and with external vendors
- Ability to communicate effectively both orally and in writing
- A high level of integrity and the ability to maintain confidentiality
- Proactive nature in using technology and systems to maximize efficiencies with tasks
- Flexibility required based on the needs of the organization. The position will involve some evening and weekend work
- Spanish fluency is required as the job requires extensive legal Program Officering and representation in the Spanish language
- Strong commitment to CHIRLA's mission of empowering low-income community groups
- Strong interpersonal skills, including the ability to successfully relate to community residents
- Strong oral and written advocacy skills and excellent organizational skills as well as the ability to work and problem-solve under pressure
- Support CHIRLA's fundraising goals including annual fundraising drive and GALA activities

Send resume and cover letter to: jobs@chirla.org

Subject Line should read: **Managing Attorney, Special Juvenile Immigrant Status (SJIS)**

