



JOB POSTING

JOB TITLE: Student Legal Services - Campus Fellow

SALARY RANGE: \$23.00 - \$26.00/hr.

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

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

REPORTS TO: Managing Attorney (Student Legal Services)

START: Immediately

LOCATIONS: Sacramento Branch Office (CSU Humboldt, Sacramento, Chico, or Sonoma)

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.

CHIRLA's Student Legal Services is a project of CHIRLA's full-service legal department. At a time when such services are scarce, CHIRLA gives our community the high-quality legal representation it deserves. CHIRLA is recognized by the Board of Immigration Appeals (BIA) and provides its services free or at low cost. Licensed attorneys supervise all legal staff, including accredited representatives and paralegals.

We have on-campus locations at colleges across California that serve students, faculty and staff to ensure their rights and protections. The CHIRLA immigration attorneys and Department of Justice representatives at these locations provide culturally competent, reliable expertise with sensitivity to the trauma our immigrant community regularly sustains.

POSITION SUMMARY:

CHIRLA's Legal Services Department provides high quality legal services to low-income immigrant communities. The CSU Fellow will assist the Managing Attorney, Staff Attorneys and DOJ Accredited Representatives prepare presentations for campuses. The CSU Legal Fellow will conduct outreach to CSU and Community Colleges to promote CHIRLA's Student Legal Services. This position requires a high-level energy, integrity and confidentiality. *Given the ever changing and on-going global pandemic, our in-person services model is subject to change.*





RESPONSIBILITIES AND DUTIES:

- Collaborate with CSU's Dream and/or Undocumented Resource centers on campus
- Conduct outreach to students to promote CHIRLA's Student Legal Services
- Establish strategies for outreach and promotional materials for students
- Coordinate and promote events such as presentations, tabling, Q&A sessions, etc.
- Create promotional materials for presentations, events, clinics, workshops, etc.
- Collect data for grant reporting purposes on outreach and promotional events
- Provide overall office support, as requested by Managing Attorney
- Other duties and responsibilities as necessary

SKILLS AND QUALIFICATIONS:

- A high level of integrity and the ability to maintain confidentiality
- Ability to have positive working relationships with staff, members and allies
- Ability to work effectively under pressure with last minute deadlines
- Ability to work in a team as well as lead a team
- Demonstrated commitment to public service
- Highly self-motivated, creative, takes initiative, ability to learn quickly, flexible and able to work as part of an interdisciplinary team of advocates
- Must be able to work efficiently and manage multiple projects at once, which may be at different stages of design and execution
- Must be able to travel to various campus locations
- Strong commitment to CHIRLA's mission of empowering low-income community groups
- Strong interpersonal skills, including the ability to successfully relate to community residents

To apply, send resume and cover letter to: jobs@chirla.org
Subject Line should read: **SLS - CSU Campus Fellow**





CHIRLA
Coalition for Humane
Immigrant Rights

