



JOB TITLE – Managing Attorney

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 is a member of the legal department who may be assigned to work primarily with one or more of the legal teams as needed. Accordingly, the types and amounts of cases assigned to a staff member will reflect the needs of the clients serviced by the team(s) they are assigned or the needs of clients across the legal department as a whole. The Managing Attorney will assist clients pursue immigration benefits for, and provide representation of clients in applications, hearings or proceedings before a variety of courts, tribunals and agencies as needed to safeguard and/or improve their immigration status within the United States. Further, the Managing Attorney is also responsible for pursuing community-based systemic reform and advocacy aimed at reforming unforgiving federal immigration laws. The Managing Attorney will provide consultations to potential new clients on a regular basis, in particular at Legal Triage, and other events. The Managing attorney will provide clients, and ensure that all subordinate staff provide clients with effective, responsive, compassionate, efficient and zealous representation. The Managing attorney supervises and directs the efforts of attorneys, DOJ Accredited Representatives, paralegals or other support staff assigned to help clients' cases. The Managing Attorney oversees the daily operations of their assigned team(s) and enforces protocols, requirements and deadlines as needed.

DUTIES AND RESPONSIBILITIES:

Immigration Legal Assistance:

- Provide representation to clients with cases involving issues such as criminal history, immigration law violations, family law issues, current or previous removal proceedings, appeals, or other issues related to their immigration matters as needed.
- Responsible for the preparation, review, revision and submission of any documents needed to address a client's immigration issues, including but not limited to, applications, motions, legal memos or briefs, petitions or requests.
- Represent individuals before federal, state or local courts, agencies or tribunals at all levels as needed to properly address and resolve issues for clients in their cases. Such representation should follow both ethical and professional responsibility obligations as well as funder requirements.
- Responsible for creating and communicating timelines and tasks to supervisors, colleagues, and subordinate staff that will properly and efficiently resolve issues in cases in order to achieve the best possible outcome for clients. Also responsible for communicate this information to clients.





- Research and analyze complex and straightforward legal matters pertaining to own caseload and that of staff under position's supervision, assuming responsibility and risk for outcomes of program's client cases.
- Screen potential clients for all potential and available immigration benefits that they may qualify for, and use that information to assess their ability to successfully pursue and obtain those benefits.
- Communicate to potential clients an assessment or evaluation of their immigration cases or circumstances, including but not limited to any rights these individuals possess, any requirements these individuals must complete, and any deadlines they must comply with.
- Ability to work effectively under pressure with urgent deadlines.
- Stay up to date with changes in immigration law and other immigration related developments in order to be able to provide clients with the best representation possible in their immigration matters.
- Make appropriate referrals as necessary for immigration legal services beyond the scope of the program or one's own competencies, and for other social service needs.
- Assume caseload of any departing staff member as needed.

Staff Management:

- Supervise, oversee, lead and manage legal staff, including Supervising Attorneys, Paralegals, DOJ Representatives, Legal Fellows and Legal Assistants within their assigned team(s) to ensure all are working at capacity to meet deliverables of all government contracts and other funding sources
- Directly supervise assigned staff by approving completed timecards, time off requests, reimbursements for work related expenses, evaluating performance, documenting and addressing performance or conduct issues.
- Provide coaching and mentorship whenever possible to colleagues and subordinate staff to improve their knowledge, skills, accuracy, and efficacy in understanding the practice of the various areas law related to our clients' cases and to improve the quality of service provided to clients. Mentor attorneys, DOJ Representatives and other legal services staff to create a safe space to learn and grow by being a resource for immigration law related questions and issues.
- Responsible for appraising performance; rewarding and disciplining employees; as well as problem resolution.
- On-site supervision and visits the branch offices as needed.
- Conduct regular supervision meetings with subordinate staff.
- Conduct open and closed case file review on a quarterly basis.
- Regularly contribute updates to both the program operations manual and legal department manual.

Customer Service and Community Outreach:

- Communicate and interact with clients with professionalism, respect, compassion, and sensitivity to their life circumstances and potential or actual trauma that they have suffered.
- Maintain regular communication with clients and provide them with updates regarding their cases no later than 90 days after the last case update provided to them.
- Respond to any client communications or inquiries no later than within 48 – 72 hours of receipt of message from client(s).
- Oversee and supervise staff at in-person legal screening events, community presentations, and other special events as scheduled. For example, participation is required at Saturday Legal Triage events, which are scheduled on alternating Saturday mornings (7A – 11A) throughout the year.





- Actively participate or present relevant immigration information to the immigrant and nonimmigrant communities periodically as needed.
- Conduct presentations on immigration law and policy for community members and other stakeholders
- Create and maintain partnerships with community organizations for capacity building and funding opportunities.
- Develop and maintain relationships with CBOs, law schools, foundations, government and other organizations.
- Ensure the quality of services by taking part in national-level trainings, professional engagements, and community-based partnerships and relationships.
- Support CHIRLA's fundraising goals including annual fundraising drive and GALA activities.

Reporting Obligations and Program Efficiency:

- Work with leadership for assigned team(s) (Senior Managing Attorney; Deputy Director; Director) to develop and utilize case management protocols and tools for use with client and case work.
- Work with leadership for assigned team(s) (Senior Managing Attorney; Deputy Director; Director) to perform routine audits (ongoing record review and client file quality assurance) to ensure staff compliance with procedures and controls in place for effective data collection and reporting with regards to contracts and cases.
- Work with leadership for assigned team(s) (Senior Managing Attorney; Deputy Director; Director) to ensure that data collection demands and requirements are met.
- Work with leadership for assigned team(s) (Senior Managing Attorney; Deputy Director; Director) to ensure timely reporting of compliance and contract activities for funding sources.
- Oversee data collection, entry, and updates by subordinate staff. Enforce protocols, requirements and deadlines as needed.
- Update case notes with any developments or client interactions within 48 - 72 hours in order to provide accurate and up to date information for other staff to rely on in a timely manner.
- Update and maintain current all databases, tracking sheets or other documents mandated by policies and procedures issued by CHIRLA, the legal department, and any legal team(s) to which they are assigned.
- Work closely and diligently with all other staff to represent clients in their legal matters ethically, efficiently and properly in order to maximize client outcomes and deliverable requirements for funders.
- Collaborate with the department leaders, team leaders and/or grant writer in the writing of grant proposals, reports, and presentations to funders and potential funders and the preparation of the annual unit budget.
- Perform other duties and responsibilities as necessary in order to address urgent issues or priorities either within their assigned team(s), other legal department teams, or for the legal department as a whole.

Budget Management/Fund Sourcing:

- Work with leadership for assigned team(s) (Senior Managing Attorney; Deputy Director; Director) to optimize protocols and procedures, and enforce them for billing, reporting, and documentation, including requirements for maintaining client files and records





SKILLS AND QUALIFICATIONS:

Required

- JD and an active membership in the California State Bar or another State Bar with at least 5 years post bar admission.
- Prior experience in immigration law required, minimum of 5 years.
- Must have experience in assisting noncitizens as an attorney for a minimum of 5 years.
- Must have experience representing clients before courts, administrative agencies and other venues, minimum of 5 years.
- Must have experience working with underserved and diverse populations.
- Must have advocacy experience in services for victims of crime or other violence.
- Must be able to travel to and visit various CHIRLA offices and/or campuses belonging to partner schools for events, audits, meetings and services.

Preferred

- Project, team, or organizational management experience a plus.
- Experience working at a non-profit organization or government agency.
- Experience working on cases involving removal defense and Special Immigrant Juvenile Status.

Desired Traits or Characteristic

- Ability to maintain positive working relationships with staff, members and allies.
 - Ability to work effectively under pressure with last minute deadlines.
 - Experience collaborating with community organizations in local geographic area.
 - Highly self-motivated, creative, takes initiative, ability to learn quickly, flexible and able to work as part of an interdisciplinary team of legal staff.
 - Must be able to work efficiently and manage multiple projects at once, which may be at different stages of design and execution.
 - Self-motivated – proven ability to work independently and open to be innovative and creative
 - Dedication and ability to work flexible hours.
 - Ability to plan and prioritize work activities, meet deadlines and follow-up on assignments with a minimum direction.
 - Excellent problem-solving and follow-through skills.
 - Excellent interpersonal and verbal and written communications skills.
 - Proficient with Word, Excel, and Power Point and other Microsoft Suite or other software utilized by CHIRLA.
 - Strong commitment to CHIRLA's mission of empowering low-income community groups and immigrants.
 - Interest in and/or history of working for social justice.
 - Strong interpersonal skills, including the ability to successfully relate to community residents.
 - Support CHIRLA's fundraising goals including annual fundraising drive and GALA activities
 - Able to work independently as well as a member of a team.
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JOB TITLE: Managing Attorney

Salary & Benefits: \$86,000 -- \$93,017

CHIRLA offers a competitive salary based on qualifications and an excellent benefit package, Which includes generous time off benefits, 401K Plan, health, dental and vision plans

FLSA Classification: Exempt/Hourly, full-time regular

Classification: CHIRLA recognizes a staff bargaining unit affiliated with AFSCME District Council 36. This position is **not** included in CHIRLA's bargaining unit and covered under the terms of the collective bargaining agreement.

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

REPORTS TO: Senior Managing Attorney; Deputy Director; or Director

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

LOCATION: Multiple branch office locations available

CHIRLA is an equal opportunity employer and makes employment decisions on the basis of merit and administers all terms and conditions of employment, including recruitment, appointment, promotion, compensation, benefits, transfers, training and educational opportunities without regard to pregnancy, childbirth or related medical conditions, genetic information as defined by the Genetic Information Nondiscrimination Act, race, religion or religious creed, color, gender, gender identity or expression, national origin or ancestry, physical or mental disability, medical condition, marital status, registered domestic partner status, age (40 or older), sexual orientation, HIV/AIDS status, pregnancy or pregnancy-related disability, military or veteran status or any other basis protected by federal, state or local law or ordinance or regulation. **All such discrimination is unlawful.** It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics. All such discrimination is unlawful.

To apply, send resume and cover letter to: jobs@chirla.org

Subject Line should read: **Managing Attorney**

