



## JOB DESCRIPTION SENIOR STAFF ATTORNEY- IMMIGRANT JUSTICE

[Lawyers' Committee for Civil Rights of the San Francisco Bay Area](#) seeks an energetic, highly-organized, experienced attorney who is committed to racial and economic justice; is fluent in spoken and written Spanish; and is ready to lead a team of staff attorneys, pro bono attorneys, clerks and paralegals in pursuing justice for our immigrant clients.

### **Job Title**

Senior Staff Attorney, Immigrant Justice

### **FLSA Status**

Full-Time, Exempt

### **Supervisor(s)**

Legal Director

### **Lawyers' Committee for Civil Rights**

Lawyers' Committee for Civil Rights of the San Francisco Bay Area (LCCR) works to advance, protect and promote the legal rights of communities of color, and low-income persons, immigrants, and refugees. Assisted by hundreds of pro bono attorneys, LCCR provides free legal assistance and representation to individuals on civil legal matters through direct services, impact litigation and policy advocacy.

LCCR was founded in 1968 when the country was reeling from the shock of the assassinations of Martin Luther King, Jr., and Bobby Kennedy. Today, LCCR continues to partner with pro bono attorneys to support communities that face racism and discrimination. Our racial justice, education, immigration, and economic justice work is driven by the clients and communities we serve. Learn more at [www.lccr.com](http://www.lccr.com).

### **General Summary of Work Performed**

The Senior Staff Attorney will (1) direct the *pro bono* asylum program; (2) train and mentor *pro bono* attorneys handling asylum cases; (3) supervise Immigrant Justice program staff; (4) represent a small number of clients in removal proceedings and some affirmative applications before USCIS; (5) identify, develop, and participate in immigrant justice policy advocacy and litigation priorities; and (6) collaborate with community organizations and other legal non-profits to ensure LCCR is working to best meet the needs of immigrant communities.

### **Essential Duties and Responsibilities**

1. **Direct the Pro Bono Asylum Program:** Since 1983, LCCR has represented hundreds of individuals seeking refuge in the United States. We currently have *pro bono* attorneys, immigration attorney-mentors, and interpreters working on over three hundred open cases. The Senior Staff Attorney places a critical role in managing this program, including:
  - Provide active mentorship for *pro bono* attorneys handling asylum cases;
  - Develop training materials and draft practice advisories for *pro bono* attorneys;
  - Organize and teach regular in-person trainings and webinars to recruit and train *pro bono* attorneys;



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- Supervise Immigrant Justice program staff, which currently includes one paralegal and one staff attorney;
  - Supervise the intake interview process, meet with potential clients to explain immigration options and answer legal questions, oversee the case placement process and maintenance of client files.
2. **Direct Representation**: Represent a small docket of clients in removal proceedings and in affirmative applications before USCIS. The attorney should be willing and interested in seeking all available forms of relief for the client, but most cases will involve applications for asylum and alternative forms of humanitarian protection, Special Immigrant Juvenile Status, or U- or T-visa applications.
  3. **Impact Litigation and Policy Advocacy**: Lead the Immigrant Justice Program's advocacy and public education efforts related to changes in law and policy affecting asylum seekers. In partnership with LCCR's litigation team and community partners, identify and explore civil rights injustices and systemic problems experienced by immigrants. Work with other staff, immigrant communities, and partner organizations to achieve solutions through litigation, policy, and other advocacy.
  4. **Community Outreach**: Organize, attend and participate in community events, legal workshops/clinics, volunteer recruitment/training events, and participate in community-based coalitions related to immigrant rights.
  5. Represent the program and organization in the community, and participate in the overall work of LCCR's Immigrant Justice Program.
  6. Other duties as assigned by supervisor or management. This position may require some evening and weekend work.

### **Overview of Knowledge, Skills & Abilities Required**

1. Fluency in spoken and written Spanish.
2. A minimum of five years of legal experience, and a minimum of three years of experience in immigration cases. Experience working with pro bono attorneys highly preferred. Experience in impact litigation, asylum and/or working with unaccompanied minors a plus.
3. Excellent organizational, communication, analytical, writing, and editing skills; strong attention to detail.
4. Ability to relate to and communicate respectfully and effectively with a broad range of clients, colleagues, and partners in the legal community and beyond. Values working cooperatively with others.



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5. Ability to work as a member of a team and independently. Ability to set and carry out objectives with minimal supervision.
6. Ability to think strategically and creatively, solve problems, innovate, exercise initiative, and manage multiple tasks/projects and sensitive information while also being able to determine when to ask for assistance.
7. Impeccable integrity, judgment and discretion.
8. Knowledge of and commitment to the mission and goals of the LCCR and the Immigrant Justice Program and a willingness to fulfill the requirements of the position.

**Application Instructions**

Applications are reviewed on a rolling basis. Submit a cover letter, resume, brief writing sample, and list of three references by email to [careers@lccr.com](mailto:careers@lccr.com) (Subject Line: “Senior Staff Attorney – IJ Application”)

In your cover letter, please respond to the following question, or we may choose not to consider your application:

LCCR serves highly diverse communities. To ensure that we are best positioned to serve these communities, we strive to promote behaviors, attitudes and policies that help us work effectively in cross-cultural situations with clients, our coworkers, and our communities. We seek to create an inclusive and respectful workplace in which differences are acknowledged and valued. How have your background or experiences, professional or otherwise, prepared you to contribute to our commitment to cultural competency and racial equity? Feel free to think broadly about your response to this question, applying various aspects of your life and personal experiences.

Questions regarding this position may be submitted to [careers@lccr.com](mailto:careers@lccr.com).

*Lawyers’ Committee for Civil Rights is an affirmative action/equal opportunity employer. People of color, LGBTQ candidates, women, persons with disabilities and individuals over 55 are encouraged to apply.*