



JOB DESCRIPTION LEGAL ASSISTANT— IMMIGRANT JUSTICE

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

Job Title

Legal Assistant, Immigrant Justice

FLSA Status

Full-Time, Exempt

Supervisor(s)

Senior Immigrant Justice Attorney

Salary Range

\$45,000-\$50,000

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.

One of LCCR's longstanding programs is its nationally-recognized asylum program, which provides legal representation to hundreds of asylum seekers and unaccompanied children by matching indigent refugees with pro bono attorneys from the private bar and by providing direct representation.

LCCR also is helping to litigate some of the most pressing issues facing asylum seekers and unaccompanied children. The Legal Assistant will be part of an Immigrant Justice team that is working on impact litigation and policy, as well as the Legal Assistant's primary objective: helping individual immigrants gain legal status in the United States.

LCCR provides a competitive salary, based on experience, and generous benefits, including medical, dental, and vision insurance.

General Summary of Work Performed

The Legal Assistant plays a critical role in managing LCCR's asylum program by screening and interviewing potential clients, connecting indigent asylum seekers with pro bono attorneys and volunteers, and preparing cases in which LCCR is providing direct representation.



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Essential Duties and Responsibilities

1. Coordinate LCCR's Pro Bono Asylum Program and Volunteer Interpreters:
 - Maintain regular communication with, and keep track of relevant deadlines for asylum-seekers for whom LCCR is seeking pro bono representation;
 - Prepare weekly e-mails to attorney volunteers with descriptions of new cases, and correspond with interested volunteers;
 - Collaborate with Pro Bono team to vet volunteers and provide case management support to attorneys, mentors, and interpreters.
2. Conduct Asylum Intakes:
 - Screen potential clients, manage waitlist, and set up intake appointments;
 - Conduct screenings and in-depth interviews of asylum-seekers, investigate and correspond with witnesses, research country conditions, and write case memoranda;
 - Monitor potential client deadlines and provide referrals.
3. Prepare Cases:
 - Assist LCCR attorneys in preparing asylum applications, client declarations, and immigration filings in immigration court, the Asylum Office, and other courts or agencies;
 - Conduct and/or participate in client meetings and interviews as needed;
 - Translate documents (Spanish/English) and interpret at asylum interviews.
4. Manage Files and Assist with Grant Reporting:
 - Maintain and organize client and program files;
 - Assist with grant reporting and data entry.

Overview of Knowledge, Skills & Abilities

1. Fluency in written and spoken Spanish required.
2. Excellent written and oral communication skills required.
3. Must be organized, detail-oriented, and able to multi-task and meet deadlines with minimal supervision.
4. Prior experience working with immigrant communities and/or in immigration law (particularly Asylum and Special Immigrant Juvenile Status) strongly preferred.
5. Prior experience working with survivors of violence and trauma strongly preferred.
6. Prior experience working with and supporting volunteers strongly preferred.



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7. Strong knowledge of Microsoft applications, including Outlook, Word, and Excel is required. Prior experience using client management databases, (i.e. Salesforce, Lawlab) and mail merge functions preferred.

Application Instructions

Applications are reviewed on a rolling basis. Submit a cover letter, resume, and list of three references by email to careers@lccrsf.org (Subject Line: “Legal Assistant—Immigrant Justice 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@lccrsf.org.

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.