



**JOB DESCRIPTION
STAFF ATTORNEY OR
SENIOR STAFF ATTORNEY-
IMMIGRANT JUSTICE**

[Lawyers' Committee for Civil Rights of the San Francisco Bay Area](#) seeks a highly-organized attorney with experience representing asylum seekers who is committed to racial and economic justice and is fluent in spoken and written Spanish to lead its longstanding *pro bono* asylum program and collaborate with litigation staff and fellows on impact litigation and advocacy.

Job Title

Staff Attorney or Senior Staff Attorney, Immigrant Justice

FLSA Status

Full-Time, Exempt

Supervisor(s)

Legal Director

Salary Range

DOE

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.

General Summary of Work Performed

The Staff Attorney will (1) lead mentorship, training, and client intake for the *pro bono* asylum program; (2) represent a small number of clients in removal proceedings and some affirmative applications before USCIS; and (3) collaborate with LCCR's litigation team to identify, develop, and participate in immigrant justice policy and litigation priorities.

The Senior Staff Attorney will (1) direct the *pro bono* asylum program, including providing training and mentorship to *pro bono* attorneys handling asylum cases; (2) supervise Immigrant Justice program staff on direct service to asylum seekers and *pro bono* mentorship; (3) represent a small number of clients in removal proceedings and some affirmative applications before USCIS; (4) identify, develop, and participate in immigrant justice policy advocacy and litigation priorities; and (5) 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 (Staff Attorney and Senior Staff Attorney)

1. Lead 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 and interpreters working on over three hundred open cases. The Staff Attorney plays a critical role in managing this program, including:



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- Providing active mentorship for *pro bono* attorneys handling asylum cases;
 - Developing training materials and draft practice advisories for *pro bono* attorneys;
 - Organizing and teaching regular in-person trainings and webinars to recruit and train *pro bono* attorneys.
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: In partnership with LCCR's litigation team and community partners, identify and explore civil rights injustices and systemic problems experienced by LCCR's clients and their communities.

The **Senior Staff Attorney** also will:

4. Manage Immigrant Justice Direct Services and Pro Bono Program: Supervise Immigrant Justice direct service program staff, which will include one paralegal, one fellow, one staff attorney, and typically includes law student clerks. The Senior Staff Attorney will have discretion in the size and composition of their direct services caseload and may delegate and supervise other program staff in the completion of the above-listed responsibilities.
5. Collaborate with Community Partners: Organize, attend and participate in community events, legal workshops/clinics, volunteer recruitment/training events, and participate in community- based coalitions related to immigrant rights

Overview of Knowledge, Skills & Abilities Required

1. Fluency in spoken and written Spanish.
2. For the Staff Attorney position, a minimum of two years of experience with asylum cases (law school clinic experience may be included). For the Senior Staff Attorney position, a minimum of five years of legal experience, and a minimum of three years of experience with asylum and/or removal defense. Experience working with pro bono attorneys highly preferred.
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. Excellent 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@lccrsf.org (Subject Line: “Staff Attorney – IJ Application” or “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@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.