



**CHIRLA**  
Coalition for Humane  
Immigrant Rights

## **JOB DESCRIPTION**

**POSITION:** Staff Attorney

**SALARY:** \$60,000 - \$70,000

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

**TYPE:** Regular

**REPORTS TO:** Director of Legal Services

**START:** Immediate Opening at Various CHIRLA Office Locations

The Coalition for Humane Immigrant Rights of Los Angeles (CHIRLA) is a non-profit organization founded in 1986 to advance the human and civil rights of immigrants and refugees in Los Angeles. As a multi-ethnic coalition of community organizations and individuals, CHIRLA aims to foster greater understanding of issues that affect immigrant communities, provide a neutral forum for discussion, and unite immigrant groups to effectively advocate for positive change. CHIRLA's programs include coalition building and convening of organizations, advocacy around issues affecting immigrants and refugees, community education, service provision and technical assistance, and organizing and leadership development for immigrant workers and youth.

### **POSITION SUMMARY:**

The Staff Attorney will provide affirmative immigration relief services; provide representation of clients in deportation proceedings and pursue community-based systemic reform and advocacy aimed at reforming unforgiving federal immigration laws.

### **RESPONSIBILITIES AND DUTIES:**

- Attend all Triage as scheduled to screen for potential clients;
- Primarily will be servicing families and victims with affirmative applications and non-detained removal defense cases;
- Will review criminal dispositions and analyze immigration consequences;
- Will give clients a clear analysis on their cases, relief options and next steps;
- Will explain initial and appeal processes and timelines;
- Will work closely with Senior Staff Attorneys to maximize case output;
- Will work diligently to file cases;
- Assist in training and supervising of paralegals as they prepare for DOJ accreditation;
- Support CHIRLA's fundraising goals including annual fundraising drive and GALA activities;
- Other duties and responsibilities as necessary.

## QUALIFICATIONS

- Active membership in the California State Bar (preferred);
  - Prior experience in immigration law required;
  - Experience in assisting noncitizens apply for administrative relief strongly preferred
  - Experience working with underserved and diverse populations;
  - Advocacy and experience in services for victims of crime;
  - Strong coordination, communication and advocacy skills;
  - Spanish fluency or high proficiency is required as the job requires extensive legal counseling and representation in the Spanish language;
  - Excellent organizational skills and strong attention to detail.
  - Strong interpersonal and communication skills; ability to work effectively with a diverse community;
  - Must be flexible to work Saturdays as needed.
- **PROBATIONARY PERIOD** –A three month probationary period will be required

To apply, send resume and cover letter to; [jobs@chirla.org](mailto:jobs@chirla.org)

Subject line should read; **Staff Attorney- Pacoima Office**

Subject line should read; **Staff Attorney - Los Angeles Office**

Subject line should read; **Staff Attorney - Porterville Office**

Subject line should read; **Staff Attorney – El Sereno/Lincoln Heights**