



CHIRLA
Coalition for Humane
Immigrant Rights

JOB POSTING

JOB TITLE: Staff Attorney – Removal Defense Unit

SALARY: \$60,000 - \$70,000 yr.

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

LOCATION: DTLA Office

ORGANIZATION: 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.

CHIRLA's Legal Services Department provides high quality legal services to low-income immigrant communities. The Staff Attorneys and DOJ Accredited Representatives screen potential clients for relief through our triage system, such as VAWA, U-Visas, Family Petitions, SIJS, Asylum and Naturalization.

POSITION: The Removal Defense Staff Attorney will provide affirmative immigration relief services, provide representation of clients in removal 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 non-detained and detained clients in removal proceedings.
- Visits to detention centers will vary with client court hearing demands;
- Will review criminal dispositions and analyze immigration consequences;
- Will represent clients in different types of hearings including: Masters, Individual/Merits, and Bond hearings
- Will give clients a clear analysis on their cases, relief options and next steps;
- Will prepare motions and appeals.
- Will prepare clients for removal hearings;
- Will explain appeal processes and timelines;
- Will facilitate document gathering with family members;
- Will work closely with Senior Immigration Attorneys to maximize case output;
- Will work diligently to manage trial caseload;

- Support CHIRLA's fundraising goals including annual fundraising drive and GALA activities;
- Attend staff meetings and other CHIRLA obligations as required.

QUALIFICATIONS:

- Active membership in the California State Bar (preferred);
- Prior experience in criminal law 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.

To apply, send resume and cover letter to: jobs@chirla.org
Subject Line should read: **Staff Attorney – Removal Defense Unit**