



JOB POSTING

JOB TITLE: Staff Attorney (1)

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

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

REPORTS TO: Managing Attorney

TYPE: Regular

START: Immediately

LOCATION: Pacoima Office

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.

POSITION:

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.

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.

RESPONSIBILITIES AND DUTIES:

- Attend all Triage as scheduled to screen for potential clients;
- Will require some travel across the state of CA;
- Position requires an employee to use his or her personal vehicle to travel between worksites, or other locations, as a primary job duty;
- 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.

To apply, send resume and cover letter to; jobs@chirla.org

Subject Line should read; **Staff Attorney – Pacoima**

