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### JULY 2017

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Coming Up at the Washington Council of Lawyers:

Lunch with a Judge: Honorable Eric T. Washington

July 11, 2017, 12:00p – 1:30p – Arnold & Porter Kaye Scholer  
(601 Massachusetts Avenue, NW)

Happy Hour

July 19, 2017, 6:00p – 8:00p – Blackfinn (1620 I Street NW)

Summer Pro Bono & Public Interest Forum with Justice Ruth Bader Ginsburg

July 24, 2017, 12:00p – 2:30p – Marvin Center at George Washington University  
(800 21<sup>st</sup> Street NW) – Foggy Bottom Metro

Dine Around for Justice

August 3, 2017 – Farmers & Distillers (600 Massachusetts Avenue NW)

Volunteer at the D.C. Pro Bono Center, Advice and Referral Clinic

August 12, 2017

To register for upcoming Washington Council of Lawyers programs,  
please visit our website, [www.wclawyers.org](http://www.wclawyers.org).

## LEGAL POSITIONS

### SUPERVISING ATTORNEY DOMESTIC VIOLENCE/FAMILY LAW LEGAL AID SOCIETY OF THE DISTRICT OF COLUMBIA

The Legal Aid Society of the District of Columbia seeks a Supervising Attorney for its domestic violence/ family law unit. Legal Aid was formed in 1932 to “provide legal aid and counsel to indigent persons in civil law matters and to encourage measures by which the law may better protect and serve their needs.” Legal Aid is the oldest general civil legal services program in the District of Columbia. The largest part of our work is comprised of individual representation in housing, domestic violence/family, public benefits, and consumer law. From the experiences of our clients, we identify opportunities for law reform, public policy advocacy, and systemic reform litigation. For more information about Legal Aid, please visit our website, [www.legalaiddc.org](http://www.legalaiddc.org), and our blog, [www.MakingJusticeReal.Org](http://www.MakingJusticeReal.Org).

**Tasks and Duties:** Legal Aid has a broad and energetic domestic violence/family law practice. We help survivors of domestic violence obtain protective orders against their abusers, handle (often related) child custody and divorce matters, and represent both custodial and non-custodial parents in child support cases. In addition to an active litigation docket, our attorneys engage in significant efforts to address systemic issues of public policy. Our unit is staffed by three supervising attorneys (one of whom is departing, creating this vacancy), eight staff attorneys, one rotating “loaned associate” from a law firm, and a legal assistant. The Supervising Attorney will be jointly responsible for the leadership and direction of the domestic violence/family law unit, as well as the direct supervision of approximately three attorneys in the unit. The Supervising Attorney will also handle a modest individual caseload, provide management assistance and oversee grants, direct policy advocacy and law/court reform work, and conduct intakes.

**Qualifications:** The ideal candidate will have the following:

- A minimum of five years of legal services experience, preferably in family law;
- Strong litigation, organizational, communication, and leadership skills;
- The ability to work collaboratively with, supervise, and lead other staff;
- A demonstrated commitment to social and economic justice;
- Bilingual skills strongly preferred but not required; and
- Membership in or eligibility to waive into the DC bar is required.

**Salary and Benefits:** The attorney will be paid in accordance with Legal Aid’s attorney salary scale. Legal Aid also offers a competitive benefits package.

**To Apply:** Legal Aid values an inclusive, diverse workplace and encourages applications from interested persons of any race, color, religion, sex, national origin, age, physical or mental disability, veteran status, sexual orientation, gender identity or expression, marital status, personal appearance, family responsibilities, matriculation, political affiliation, genetic information, or any other legally protected status. Interested persons are encouraged to apply

immediately and should email a letter of interest and resume to:  
familysupervisorsearch@legalaiddc.org. Applications will be reviewed as they are submitted.

HOUSING ATTORNEY  
BREAD FOR THE CITY

The Bread for the City Legal Clinic seeks an attorney for its housing practice.

Position Description: The Legal Clinic seeks an attorney for its housing practice, which consists of a dedicated team of 6 housing attorneys and 1 half-time associate loaned from an area law firm. Our housing team focuses primarily on two innovative housing projects: (1) Landlord-Tenant Court-Based Legal Services Project, through which our attorneys help staff, with another legal services provider, an office at the Landlord/Tenant Branch of DC Superior Court and provide immediate representation to tenants they meet for the first time at a critical point in their landlord-tenant case (many of those cases are retained by our clinic for continued representation) and (2) Housing Right to Counsel Project, a joint initiative with two other local legal services providers that focuses on expanding access to representation to tenants in subsidized housing at risk of eviction. Our practice at the courthouse office is fast-paced, high-energy and requires the commitment of someone who is able to multi-task as typically attorneys represent 2- 3 clients at each appearance. Attorneys in this practice are generally in court 1-2 times per week with the remainder of their time spent completing ongoing casework. Some time may be spent on administrative hearing work representing participants in federal subsidy programs or at the District's Office of Administrative Hearings. Finally, the Housing Attorney will help support housing-related advocacy and policy reform efforts in the District through participation in various stakeholder groups and legislative reform efforts.

Qualifications:

- Member of the DC Bar or eligible for waiver into the DC Bar;
- Demonstrated commitment to social, economic, and racial justice and/or willingness to learn and carry out Bread for the City's commitments in these areas;
- Strong organizational, research, and oral and written communication skills;
- Litigation experience;
- Ability to proceed effectively in court with little time for preparation;
- High degree of flexibility;
- Sense of humor, seriously;
- Ability to work with other staff and interact with Ability to work with other staff and interact with a wide variety of people, including volunteers, in a professional and collaborative manner;
- Comfortable working in an open work environment, with no private offices for staff;
- Familiarity with Google Organization & Productivity tools (Gmail, Google Docs, Calendar) and/or ability to learn new technology systems;
- Prior experience in a legal services or other public interest setting;
- Knowledge of or experience with DC housing law a plus; and
- Bilingual (Spanish/English) skills preferred but not required.

Compensation: Bread for the City offers competitive non-profit salaries based on experience and a generous benefits package. Also, the DC Bar Foundation offers a Loan Repayment Assistance Program to qualified Bread for the City attorneys, providing renewable one-year, interest-free, forgivable loans, of up to \$12,000 per year. For more information, see <https://dcbarfoundation.org/lrap/>.

Bread for the City is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, pregnancy, national origin, ancestry, age, marital status, sexual orientation, family responsibility, physical or mental disability, medical condition, status as a veteran, or any other category protected by applicable federal, state, or local law, except where a bona fide occupational qualification applies.

To Apply: You must complete an application through Bread for the City's ADP portal. Select "apply" at the top right hand corner to register for a login and apply for the position. Please upload a resume and cover letter through this online application process. Only those candidates selected for interviews will be contacted.

POLICY ATTORNEY  
IMMIGRANT LEGAL RESOURCE CENTER

The Immigrant Legal Resource Center (ILRC) is seeking a full-time policy attorney to represent the ILRC in Washington D.C. on immigration policy issues and to advocate for policies and laws that advance the rights of immigrants.

The ILRC is a national nonprofit legal support center located in San Francisco, California, Central Valley, California, and Washington, D.C. Founded in 1979, we specialize in immigration law, policy, and immigrants' rights. The ILRC is a team-based organization that makes most of its decisions in a collaborative fashion that allows for significant staff input. The organization's work concentrates on three main program areas: (1) building the capacity of attorneys, paralegals, organizers, service providers, immigrants, and others by providing legal technical assistance, trainings, and publications; (2) assisting immigrants with civic engagement projects to help expand immigrants' rights and political power; and (3) conducting policy and advocacy work related to immigration law and immigrants' rights.

This position's primary focus involves lobbying members of Congress and the Administration for changes to, and in the implementation of, immigration laws and policies, partnering with other national advocacy groups and community and immigrant-based organizations, and providing legislative and regulatory analysis and technical assistance. It is a priority for the ILRC to bring unique perspectives to Washington D.C. advocacy efforts by focusing on issues relating to immigration enforcement and the intersection between immigration and criminal law, lifting up the views of immigrant led and immigrant based organizations, and sharing California stakeholder perspectives on immigration law and policy.

Specifically, the immigration policy attorney will:

- Coordinate, lead, and participate in advocacy meetings with Congressional and executive branch staff to communicate and advance ILRC's policy priorities and recommendations on a variety of immigration issues (e.g. DACA, enforcement, administrative relief, naturalization/citizenship, legislative reform, immigration consequences of crimes, unaccompanied minors, etc.).
- Educate and influence Congressional members' views on immigration issues through conducting legislative visits, providing technical assistance, and sharing information.

- Track legislation and policy developments, and provide analysis of key parts of proposed legislation and policies.
- Draft key parts of immigration-related legislation.
- Share ILRC's views and expertise on immigration issues, including but not limited to immigration reform and policies, immigration enforcement, and the intersection of immigration and criminal law, with national advocacy and community based organizations and networks.
- Develop advocacy and community education materials (fact sheets, talking points, proposed legislative language, statements, letters, formal advocacy guides, etc.) for Congressional and government audiences, ILRC staff, community leaders, immigrants, and other partners.
- Develop and maintain relationships with organizations led by immigrants or significantly composed of immigrants and provide ways to collaborate with them and help them elevate their priorities in advocacy efforts in Washington D.C.
- Build and maintain relationships with other national advocacy organizations to develop creative and collaborative advocacy strategies.

Qualifications: The successful applicant is required to have:

- A law degree.
- A current Bar membership in good standing of any U.S. state or the District of Columbia.
- Knowledge of immigration laws and policies.
- Interest in issues pertaining to immigration enforcement and the intersection of immigration and criminal law.
- Knowledge of federal legislative and regulatory processes, including the ability to track and interpret legislation.
- Experience in public legislative and/or administrative advocacy.
- Familiarity with nonprofit advocacy work.
- Experience and interest in partnering with and supporting organizations led by and/or composed of immigrants and/or limited English speakers.
- Exceptional time management skills and the ability to manage multiple projects.
- A willingness to travel to the ILRC's office in San Francisco, and throughout the U.S.
- Ability to maintain and nurture collegial relationships with the full range of partners including Members of Congress, congressional staff, executive branch officials, coalition partners, and immigrant based organizations.
- Excellent written and oral communication skills, including public speaking skills, and demonstrated ability to translate technical material for a variety of audiences.
- Skills in synthesizing and communicating complex policy issues, including the ability to convey ILRC's principles on a variety of issues, in a succinct and compelling way and tailored to various audiences.
- A strong work ethic, including the following qualities: organized, flexible, reliable, goal-oriented, and dependable, with the ability to be an independent worker and handle several projects simultaneously while thriving in a team-based collaborative decision-making environment.

It is a plus if the applicant has additional experience including:

- Experience representing immigrants before the Executive Office of Immigration Appeals and the USCIS.
- Second language proficiency, preferably Spanish, Mandarin or Cantonese, within the range of conversational to fluent.
- Knowledge of the U.S. criminal justice system.

Salary/Benefits: Pay is commensurate with experience. The ILRC provides competitive salaries, excellent benefits including professional membership dues, health/dental/vision insurance, a flexible spending account for medical and dependent care, vacation, and sick leave. The ILRC sponsors a retirement plan option upon fulfillment of eligibility.

Applications: This position will remain open until it is filled. We will consider applications on an ongoing basis beginning immediately. To ensure consideration of your application, please submit a cover letter explaining your qualifications for the position and salary requirement, a resume, two writing samples – one sample that demonstrates immigration law knowledge and a second sample that shows business correspondence acumen -- and the names of three references.

Please send your application to:

Policy Attorney Hiring Committee  
ILRC

1663 Mission Street, Suite 602 San Francisco, CA 94103

Fax: (415) 255-9792 (no calls, please)

[Jobattorney@ilrc.org](mailto:Jobattorney@ilrc.org)

The ILRC is an equal opportunity employer and encourages women, people of color, persons with disabilities, and lesbian, gay, bisexual, and transgender individuals to apply.

#### STAFF ATTORNEYS AYUDA

Organizational Profile: Ayuda is a 501 (c)(3) non-profit organization dedicated to providing direct legal and social services, education and outreach to low-income immigrants in the Washington, DC metropolitan area. Through its offices in Washington, DC, and Falls Church, VA, Ayuda has amassed a 43-year history of providing critical services on a wide range of issues and, in the process, has acquired nationally recognized expertise in immigration law, domestic violence and human trafficking, among other fields.

Positions Available: Ayuda is seeking two full-time bilingual Staff Attorneys, one for our Immigration Program and one for our Domestic Violence Program. Please indicate in your cover letter which position (or both) interests you.

Why do you want this job? Because, just like everyone at Ayuda, you believe:

- In seeing communities where all immigrants overcome obstacles to succeed and thrive in the United States.
- In the overall success of our organization and all our programs.
- That families should be healthy, united and safe from harm.
- That all people should have access to professional, honest and ethical services, regardless of ability to pay or status in this country.
- That diversity and equality make this country better.

Staff Attorney - Immigration Program

- As Staff Attorney you will represent immigrant victims of crime, focusing on working with child clients. This position is based in our Washington, DC office and will require travel to local state and immigration courts.

- Conduct intakes and represent victims of crime in immigration matters, including SIJS, asylum, VAWA petitions, U and T Visa applications, DACA and removal proceedings;
- Represent clients in immigration matter before USCIS, ICE, DOS and EOIR, as well as DC and Maryland Circuit Courts to obtain SIJS predicate orders;
- Provide victim witness orientation and accompaniment when appropriate;
- Represent Ayuda at local coalition meetings and participate in local and national advocacy initiatives;
- Stay current on relevant laws and policies by attending trainings and conferences and reviewing new laws and regulations;
- Train area service providers and government agencies, including law enforcement;
- Conduct outreach presentations to potential clients;
- Collaborate with Ayuda's Social Services staff to ensure provision of holistic services; and
- Assist with preparation of grant applications and reports.

How do you know if you can do this job?

- J.D. or LL.M. from accredited law school;
- Must be in good standing with the bar of DC or Maryland; preference given to Maryland bar members able to waive into DC bar;
- Fluency in written and spoken English and Spanish;
- Demonstrated sensitivity to and knowledge of issues involved in working with diverse populations and crime victims, including survivors of domestic violence;
- Excellent oral and written communication skills;
- Ability to work independently and as part of a diverse multidisciplinary team; and
- Prior experience in the relevant practice areas or in working with relevant populations, especially with immigrant children, will be weighed favorably.

Salary and Benefits: Commensurate with experience, plus a benefits package that includes medical and dental insurance, as well as an employer-provided retirement match. All federal holidays and closures observed and paid leave for the week of Christmas through New Year's Day. This position is exempt for overtime purposes. Ayuda is an eligible employer for the purposes of the DC Bar Pro Bono Foundation's Loan Repayment Assistance Program.

To Apply: Please apply with resume and cover letter at <https://careers.jobscore.com/careers/ayuda/jobs/bilingual-staff-attorney-immigration-or-domestic-violence-cAS5L-75Sr5Rr1eMg-44q7>. Writing samples may be requested.

Applications will be considered on a rolling basis until the position is filled. Apply early for full consideration. No phone calls, please.

Ayuda is an equal opportunity employer. We are committed to social justice and value a diverse workforce and inclusive culture. Ayuda's policy is to be fair and impartial in all relations with employees and applicants for employment and to make all employment-related decisions without regard to race, religion, color, national origin, age, sex, marital status, gender identity or expression, disability, sexual orientation, or any other categories protected by federal, state, or local law. We encourage applications from members of underrepresented communities.

#### ATTORNEY (TEMPORARY POSITION) LEGAL COUNSEL FOR THE ELDERLY

Legal Counsel for the Elderly (LCE) is looking for an experienced DC licensed attorney with either extensive legal services or pro bono experience to monitor and provide support for a large number of pro bono projects placed with large firms as well as identify and market new projects to such firms.



This is a temporary position for 3-4 months while we fill the position on a long-term basis. The individual filling the position on a temporary basis would be eligible to apply for the long-term position without preferential treatment given to the attorney filling the position temporarily. If interested, please send Jan Allen May ([jmay@aarps.org](mailto:jmay@aarps.org)) your resume and cover letter ASAP.

PRACTITIONER IN RESIDENCE  
AMERICAN UNIVERSITY, WASHINGTON COLLEGE OF LAW

American University, Washington College of Law is seeking applications for a Practitioner-in-Residence for academic year 2017-18 in our Disability Rights Law Clinic. American University's in-house, "live-client" Clinical Program, comprising ten (10) in-house clinics and serving approximately 220 students per year, is respected for its leadership in scholarship, development of clinical methodology, contributions to increasing access to justice for under-served clients and breadth of offerings.

The Practitioner-in-Residence Program, created in 1998, is a program designed to train lawyers or entry-level clinicians interested in becoming clinical teachers in the practice and theory of clinical legal education. Many graduates of the Practitioners-in-Residence program (over 25) have gone on to tenure-track teaching positions at other law schools. Practitioners supervise student casework, co-teach weekly clinic seminars and case rounds, and engage in course planning and preparation with the clinic's tenured faculty. They also teach a course outside of the clinical curriculum. The Practitioner-in-Residence Program provides full-year training in clinical theory and methodology and a writing workshop designed to assist Practitioners in the development of their clinical and doctrinal scholarship.

Minimum qualifications include a JD degree, outstanding academic record, three years' experience as a lawyer and membership in a state bar. The salary for the position is \$90,000. American University is an EEO/AA employer committed to a diverse faculty, staff and student body.

Applications that include a curriculum vitae and cover letter should be submitted online via InteFolio, <https://apply.interfolio.com/42382>. Please contact Brian Cofill, Faculty Coordinator, at [bcofill@wcl.american.edu](mailto:bcofill@wcl.american.edu) or (202-274-4139) if you have any general questions regarding the application process and Professor Robert Dinerstein, Associate Dean for Experiential Education and Director of the Disability Rights Law Clinic, [rdiners@wcl.american.edu](mailto:rdiners@wcl.american.edu) for any other questions about the positions. The position will remain open until filled.

American University is an equal opportunity, affirmative action institution that operates in compliance with applicable laws and regulations. The university does not discriminate on the basis of race, color, national origin, religion, sex (including pregnancy), age, sexual orientation, disability, marital status, personal appearance, gender identity and expression, family responsibilities, political affiliation, source of income, veteran status, an individual's genetic information or any other bases under federal or local laws (collectively "Protected Bases") in its programs and activities. American University is a tobacco- and smoke-free campus.

STAFF ATTORNEY  
HIAS

HIAS is a global Jewish nonprofit organization working across five continents to ensure that refugees and displaced persons are protected. Throughout the United States, we help refugees reunite with families, resettle and become self-sufficient. Guided by our values and history, we help refugees rebuild their lives in safety and security and advocate to ensure that all displaced people are treated with dignity.

HIAS seeks a Staff Attorney to provide direct legal representation to applicants for immigration benefits, primarily asylum and Special Immigrant Juvenile (SIJ), before the family courts, U.S. Citizenship and Immigration Services (USCIS), Immigration Court (EOIR), and Board of Immigration Appeals (BIA).

Essential Functions:

- Represents immigrants in HIAS' legal programs, including the HIAS/Vivian S. Prins Program for Scientists, Artists and Professionals, the Central American refugee program and HIAS traditional asylum cases.
- Develops cases and represent such clients before the Maryland family courts, Asylum Office, Immigration Court and Board of Immigration Appeals, and U.S. Court of Appeals; including motions, appeals, petitions for review, rebuttals, closing arguments.
- Conducts intake of new cases and identify appropriate cases for HIAS' staff and pro bono attorneys.
- Prepares the applications of and represents such clients at the Asylum Office, Immigration Court and Board of Immigration Appeals, and U.S. Court of Appeals; including motions, appeals, petitions for review, rebuttals, closing arguments; such activities will be under the direct supervision and guidance of the Managing Attorney.
- Collaborates with and mentors pro bono attorneys and attorneys/representatives working for HIAS sub-contracting agencies and other HIAS-related representation cases.
- Supervises law student interns and fellows in the practice of direct representation of asylum cases; guide case work conducted by the Paralegal.
- Prepares or reviews the preparation of ancillary applications and/or petitions where appropriate.
- Responds to inquiries about immigration law and procedures from individuals, organizations and cooperating agencies.
- Attends conferences and lectures and otherwise stay informed of current developments in immigration law and procedures.
- Maintains records in compliance with reporting requirements of any and all grants or agreements.
- Delivers speaking engagements to community stakeholders on various topics in immigration.

Qualifications and Requirements:

- Juris doctor and state bar admission
- A minimum of two years of experience with immigration law and practice; family law experience preferred.
- Fluency in Spanish required.
- Excellent analytical writing skills; verbal skills and public speaking experience.
- Ability to work with clients of a range of backgrounds with sensitivity to culture, trauma history, age and other vulnerabilities.
- Ability to work under pressure to meet deadlines; self-directed and ability to work autonomously.
- Valid U.S. driver's license required.

Application Instructions: Please submit your resume and cover letter to our website, <http://www.hias.org/career-and-internship-opportunities>.

HIAS is an equal opportunity employer and complies with all Federal, State and Local employment laws.

STAFF ATTORNEY  
**DETAINED CHILDREN'S PROGRAM**  
CAIR COALITION

CAIR Coalition is the only non-profit organization in the Washington, D.C. area with a legal services program focused exclusively on assisting immigrants detained by Immigration and Customs Enforcement in Virginia and Maryland, and unaccompanied immigrant children held in the custody of the Office of Refugee Resettlement in Virginia. We are seeking a staff attorney in our Detained Children's Program. The Staff Attorney will focus on provision of direct legal services to detained and released unaccompanied immigrant children, recruitment and mentoring of pro bono attorneys, and training and outreach. This position reports to the Director of the Detained Children's program.

Responsibilities include:

- Detention work: Conducts regular visits with unaccompanied immigrant children detained in Virginia. Performs Know-Your-Rights presentations and conducts individual intakes with unaccompanied immigrant children at the detention facility. Provide necessary follow-up after intakes to evaluate detainees' eligibility for relief. Follow-up may include performing legal research, securing criminal/juvenile delinquency records and obtaining additional information from family members.
- Direct legal services: Manage a case load of in-house and pro bono mentorship cases including Special Immigrant Juvenile Status, asylum, U and T visa cases. This includes representation before USCIS and the Arlington and Baltimore Immigration Courts. Appear as "friend of the court" for minors appearing on the juvenile docket at the Immigration Court in Arlington, Virginia. Maintain and develop relevant stakeholder relationships.
- Pro Bono Services: Provide training to pro bono attorneys and conduct relevant outreach. Mentor teams of pro bono attorneys on cases through the life of the case. Assist in the development and maintenance of resources for pro bono teams.

Requirements:

- JD and relevant experience in family law and/or immigration law. Must have experience in representing immigrant youth.
- Must be licensed to practice law in Maryland or Virginia
- Written and oral Spanish fluency required.
- Driver's license required.
- Must be able to pass a required background check.

Salary and Benefits: Commensurate with experience, plus a generous benefits package that includes medical and dental insurance, four weeks vacation plus all federal holidays.

Application process: Please submit a cover letter, resume, and writing sample to Nithya Nathan-Pineau at [Nithya@caircoalition.org](mailto:Nithya@caircoalition.org). Applications will be considered on a rolling basis, early submissions are encouraged as the position is open immediately. No phone calls please.

STAFF ATTORNEY  
DETAINED ADULT PROGRAM  
CAIR COALITION

The Capital Area Immigrants' Rights (CAIR) Coalition's Detained Adult Program seeks a licensed attorney and committed advocate who will enhance our team's ability to provide quality legal services to adults who are held in government custody. The adults we serve originate from a wide variety of countries and speak many different languages. Many are recent asylum seekers but also include

longtime residents with extensive family networks in the United States. Responsibilities will include providing know your rights and intake services to adults detained in custody as well as providing direct representation.

Description of responsibilities:

- Detention work: Leads Legal Orientation Program (LOP) visits to detention centers located primarily in Maryland. Performs Know-Your-Rights presentations and conducts individual intakes with immigrant men and women at the detention facilities. Provides necessary follow-up after intakes to evaluate a detainees' eligibility for relief. Follow-up may include performing legal research, securing criminal records and obtaining additional information from family members or friends.
- Pro Bono Services: Assist staff in evaluating cases for pro bono placement. Provides training to pro bono attorneys and conducts relevant outreach. Mentors teams of pro bono attorneys on cases through the life of the case. Assists in the development and maintenance of resources for pro bono teams including participation in trainings and updating training and case placement materials.
- Direct representation: Provide direct representation to a limited caseload of detained and non-detained immigrants including those who have been deemed mentally incompetent by an immigration judge. Cases include a variety of forms of relief including request for bond, asylum, withholding, protection under the Convention Against Torture, cancellation of removal, waivers.

Requirements:

- J.D. degree from an accredited law school and member in good standing with a state bar association.
- Written and oral Spanish proficiency required; fluency preferred.
- Excellent written and spoken communication skills.
- Strong organization and time management skills.
- Driver's license required.
- Must be able to pass a required background check.
- Must be willing to spend one night a month in Snow Hill, MD as part of a two-day jail visit

Strong preference will be given to locally barred attorneys and/or those with experience or knowledge of immigration issues, particularly as they pertain to removal and detention.

Salary and Benefits: Commensurate with experience, plus a generous benefits package that includes medical and dental insurance, four weeks of vacation, plus all federal holidays.

Application process: Please submit a cover letter, resume, and writing sample to Claudia Cubas at [claudia.cubas@caircoalition.org](mailto:claudia.cubas@caircoalition.org). Applications will be considered on a rolling basis; early submissions are encouraged, as the position is open immediately. No phone calls please.

REMOVAL DEFENSE STAFF ATTORNEY  
HOGAR IMMIGRANT SERVICES  
CATHOLIC CHARITIES OF THE DIOCESE OF ARLINGTON

Catholic Charities of the Diocese of Arlington seeks a full-time staff attorney to focus primarily on removal defense for its Hogar Immigrant Services program. Hogar Immigrant Services offers a wide range of services at little or no cost to a vulnerable immigrant population, without regard to religious or ethnic identity. Our goal is for immigrants to achieve self-sufficiency and participate fully as productive members of American society.

The Staff Attorney will prepare a wide range of immigration cases for submission/defense to US Citizenship and Immigration Services (USCIS), Department of State, Immigration Court, the Arlington Asylum Office, and the Board of Immigration Appeals. The Staff Attorney will also provide legal

representation to Unaccompanied Alien Children in family court and will prepare cases for submission to the US Citizenship and Immigration Services (USCIS) and EOIR. The Staff Attorney will coordinate all aspects of a client's case, including client communication, relevant research, drafting personal statements, preparing immigration forms, writing briefs, drafting court motions and orders, and advocacy with law enforcement and other agencies. Additionally, the Staff Attorney will:

- Assist in the supervision of volunteers and student interns. Solicit the help of volunteer attorneys, paralegals, and others to assist with the provision of services when necessary.
- Provide public education in the community, collaborating with other agencies.
- Participate in meetings with immigration legal service community-based organizations.
- Participate on a regular basis in day-long Saturday naturalization workshops.

Prerequisites for the Position:

- Juris Doctor degree with membership in Virginia state bar.
- At least 2 years of experience practicing immigration law.
- Experience in court and in defensive immigration cases.
- Experience with legal representation of Unaccompanied Alien Children preferred.
- Proficiency in Spanish and English (writing and speaking) strongly preferred.
- Ability to work both independently to manage a substantial workload with deadline pressures.
- Competence in communicating and interacting with others of diverse cultural, geographic, and economic backgrounds in a professional and compassionate manner, including interacting with individuals experiencing substantial levels of emotional, physical, financial, or other hardship.
- Ability to use basic Microsoft Office programs and online case management software.
- Commitment to the mission and goals of Catholic Charities Hogar Immigrant Services.
- Regular access to a vehicle and travel to and from court required.

To apply, please submit your cover letter, resume and salary requirements to [jobs@CCDA.net](mailto:jobs@CCDA.net). Incomplete applications will not be considered. No phone calls, please. EOE.

STAFF ATTORNEY  
HOGAR IMMIGRANT SERVICES  
CATHOLIC CHARITIES OF THE DIOCESE OF ARLINGTON

Catholic Charities of the Diocese of Arlington seeks a full-time attorney for its Hogar Immigrant Services program. Hogar Immigrant Services offers a wide range of services at little or no cost to a vulnerable immigrant population, without regard to religious or ethnic identity. Our goal is for immigrants to achieve self-sufficiency and participate fully as productive members of American society.

The Staff Attorney will prepare a wide range of immigration cases for submission to US Citizenship and Immigration Services (USCIS), Department of State, Immigration Court and the Board of Immigration Appeals. She/he will represent clients before the USCIS Washington District Office, Arlington Asylum Office, ICE Office of Enforcement and Removal Operations, Immigration Court and Board of Immigration Appeals, (BIA), including removal proceedings. The Staff Attorney will coordinate all aspects of a client's case, including client communication, relevant research, drafting personal statements preparing immigration forms, writing briefs, drafting court motions and orders, and advocacy with law enforcement and other agencies. Additionally, the Staff Attorney will:

- Assist in the supervision of volunteers and student interns. Solicit the help of volunteer attorneys, paralegals, and others to assist with the provision of services when necessary.
- Provide in-service training to staff and volunteers on immigration-related skills and knowledge.

- Provide public education in the community, collaborating with other agencies.
- Participate as needed in agency and program-wide data collection, fundraising, training, and strategic planning.
- Participate in meetings with immigration legal service community-based organizations.
- Participate on a periodic basis in day-long weekend naturalization workshops.

Prerequisites for the Position:

- Juris Doctor degree and admission to the bar of any state.
- Minimum of two-three years of experience practicing family-based immigration law.
- VA Bar preferred
- Advanced proficiency in Spanish and English (writing and speaking) required.
- Ability to work both independently to manage a substantial workload with deadline pressures.
- Competence in communicating and interacting with others of diverse cultural, geographic, and economic backgrounds in a professional and compassionate manner, including interacting with individuals experiencing substantial levels of emotional, physical, financial, or other hardship.
- Ability to use basic Microsoft Office programs and online case management software.
- Commitment to the mission and goals of Catholic Charities Hogar Immigrant Services.

To apply, please submit your cover letter, resume and salary requirements to [jobs@CCDA.net](mailto:jobs@CCDA.net). Incomplete applications will not be considered. No phone calls, please. EOE.

### STAFF ATTORNEY **CHILDREN'S LAW CENTER**

Children's Law Center (CLC) fights so every District child can grow up with a loving family, good health and a quality education. Judges, pediatricians and families turn to us to be the voice for children who are abused or neglected, who aren't learning in school, or who have health problems that can't be solved by medicine alone. With 100 staff and hundreds of pro bono lawyers, we reach 1 out of every 9 children in DC's poorest neighborhoods – more than 5,000 children and families each year. And, we multiply this impact by advocating for city-wide solutions that benefit all children. Learn more at [childrenslawcenter.org](http://childrenslawcenter.org).

CLC's Healthy Together is a medical-legal partnership for DC's children. CLC partners with Children's National Health System, Mary's Center and Unity Health Care to help vulnerable children and their families overcome barriers to good health by holding agencies, landlords, and schools accountable for inappropriate school programs, the failure to provide medically necessary services, and illegal, unhealthy housing conditions.

Position Description: CLC invites applications for a full-time staff attorney to work with Healthy Together to begin immediately.

The Staff Attorney will represent parents and caregivers in education/special education, health care access and housing matters, and will advocate to address other health-harming legal needs families are experiencing. The Staff Attorney will also be responsible for conducting intakes with potential clients, providing advice and referral information, and performing community outreach activities. The Staff Attorney will work out of CLC as well as within a medical clinic setting.

Requirements and Qualifications:

- DC Bar membership or eligibility to waive into the DC Bar required
- Intellectual aptitude and curiosity

- Excellent analytical ability
- Strong writing ability
- Commitment to working with low-income clients
- Cultural Competence
- Persistence/diligence
- Excellent interpersonal skills
- Spanish-speaking proficiency preferred
- Car, driver's license and auto insurance required

Position is open until filled. Start date is ASAP. Start date is subject to change.

No telephone calls please. Send resume, cover letter, references and two-page writing sample via email, fax or U.S. mail to:

Healthy Together Staff Attorney Search Committee  
 Children's Law Center  
 616 H Street, NW, Suite 300  
 Washington, DC 20001  
 202.467.4949 (fax)  
[jobs@childrenslawcenter.org](mailto:jobs@childrenslawcenter.org)

Children's Law Center is an equal opportunity employer. We provide equal opportunity without regard to race, color, religion, sex, pregnancy, national origin, ancestry, age, marital status, personal appearance, sexual orientation, gender identity or expression, family responsibility, matriculation, political affiliation, physical or mental disability, medication, status as a veteran, tobacco use, or other classification protected by law.

#### STAFF ATTORNEY NETWORK FOR VICTIM RECOVERY OF DC

Network for Victim Recovery of DC ("NVRDC") seeks a full-time staff attorney to advocate for and represent victims of crime in DC. This attorney will work collaboratively with NVRDC's leadership, legal team, and case managers to provide legal support and advocacy to victims of crime with a strong focus on advocacy for survivors of sexual assault. This individual will be resourceful, highly organized, a team player, a critical and analytical thinker, self-reflective and self-aware, and open to growth and learning. The staff attorney will be committed to working with people from diverse cultural, linguistic, economic, educational, and vocational backgrounds to demonstrate NVRDC's dedication to social justice and access to justice for all victims of crime in DC.

This is a full-time (40+ hours per week), FLSA exempt, at-will position. Compensation is commensurate with experience. Prorated benefits are available and all federal holidays will be paid holidays. NVRDC offers a competitive benefits package for paid-time off, contribution for the cost of the health care coverage, retirement plan options, and professional development. Additionally, NVRDC is an eligible employer for the purposes of the DC Bar Foundation's loan repayment assistance program (LRAP).

The start date for this position is July 17, 2017.

Position Primary Responsibilities: The majority of the staff attorney's time will be spent maintaining a civil and criminal caseload. This legal advocacy will include Civil Protection Order representation, campus administrative Title IX representation, and direct representation of crime

victims in DC Superior Court pursuant to the Crime Victims' Rights Act (18 U.S.C. § 3771) and the DC Crime Victims' Bill of Rights (DC Code 23-1901).

Specific responsibilities include:

- Assisting crime victims in DC with criminal legal advocacy, support, and representation;
- Providing civil legal advocacy and representation related to Civil Protection Orders for survivors of sexual assault, intimate partner violence, and stalking;
- Offering Title IX assistance for campus survivors of intimate partner violence, dating violence, sexual assault, and stalking;
- Working closely with NVRDC's case management staff to develop and deploy NVRDC Outreach trainings;
- Maintaining accurate case records and responsibility for project specific grant reporting;
- Working closely with law enforcement agencies, schools, health and welfare agencies, and community partners;
- Representing NVRDC within the victim services and legal communities;
- Continuing to grow and seek professional development opportunities for position and organization; and
- Performing other duties as needed.

Qualifications: The successful candidate for this position will have completed a judicial clerkship along in addition to one year of litigation experience or have at least two years of litigation experience. The candidate must possess a combination of education and direct service experience and supports working with victims of crime. They must also possess a demonstrated commitment to both public interest work and assistance to underserved populations. This position requires a self-starter who works well independently and as a team player. Specific skills and background must include:

- DC-barred attorney (or has a DC Bar application currently pending)
- Direct victim services legal experience;
- A demonstrated desire to work with crime victims and ensure they receive the services needed;
- Demonstrated knowledge and/or commitment to providing representation for survivors in Civil Protection Orders;
- Demonstrated knowledge and/or commitment to providing representation for campus survivors seeking Title IX accommodations and administrative hearing assistance;
- Strong oral and written communications skills;
- Knowledge of victim services available within DC;
- Experience working for marginalized and underserved communities and crime victims; and
- A reputation for integrity, dependability, and professionalism.

How to Apply: Interested candidates should apply by submitting a letter of interest, resume, and three professional references to [bridgette@nvrhc.org](mailto:bridgette@nvrhc.org) (applications will be reviewed on a rolling basis). All inquiries related to this position should be submitted via email to [bridgette@nvrhc.org](mailto:bridgette@nvrhc.org). Please note that NVRDC will only consider applicants who currently have a DC Bar license or whose application with the DC Bar membership is currently pending. Applicants who do not meet this requirement will not be considered.

NVRDC is an equal opportunity employer and does not discriminate against employees or applicants for employment on the basis of an individual's race, color, religion, creed, sex, national origin, gender identity, sexual orientation, age, disability, marital status, veteran status, or status as a victim of sexual or domestic violence or stalking, or any other status protected by applicable federal and District of Columbia laws. Reasonable accommodations are available to qualified applicants upon request. Auxiliary aids and services are available in alternative formats.



SUPERVISORY TRIAL ATTORNEY  
OFFICE OF THE ATTORNEY GENERAL  
GOVERNMENT OF THE DISTRICT OF COLUMBIA  
ANNOUNCEMENT NUMBER: 17-044

The Office of the Attorney General for the District of Columbia (OAG) is seeking candidates for the position of Section Chief for the Public Integrity Section (“Section”) in the Public Advocacy Division (“the Division”). This is a new Division within OAG intended to focus and elevate the Office’s affirmative public interest civil litigation practice. Because the Division is new, the Section Chief will help the Deputy to shape the Section and the nature of its work. The Section is one of two in the Division:

The Housing and Community Justice Section, **led by the Section’s Chief**. This Section works with community groups, tenant organizations, and District government agencies to address nuisance properties, litigates cases essential to protecting affordable housing and tenants’ rights, and litigates cases to protect residents from other abuses such as wage theft.

The Public Integrity Section, **led by the successful candidate**. This Section brings enforcement cases against companies and individuals that engage in unlawful commercial activity causing harm to the public or harm to the District Government itself. The Division prosecutes a wide range of cases, including cases seeking damages or injunctive relief for violations of the antitrust, environmental, anti-fraud, nonprofit, and charities laws. Recent enforcement actions have addressed a wide range of public interest issues, including diversion of funding from public charter schools, misuse of District grant funds, online lending to consumers, and airline competition at Reagan National Airport.

The Section Chief will oversee the management and operation of the Public Integrity Section and will report to the Assistant Deputy and Deputy of the Public Advocacy Division. The management of the Section also includes creating common policies and exploit synergies between various buckets of affirmative litigation already practiced, as well as to expand upon the work already done by these attorneys in a manner that serves the public interest. The Section Chief will work closely with the Deputy and Assistant Deputy in the planning, coordination and management of the Division, including developing and implementing the vision for the Division’s affirmative civil litigation work. The responsibilities of the Section Chief include, but are not limited to:

- Helping to expand the Section, developing its policies, practices, and procedures, including:
  - Consulting with the Assistant Deputy and Deputy in the formulation of the section’s legal and policy objectives;
  - Incorporating best practices from the affirmative litigation groups of other state attorney general offices;
  - Developing practices that encourage testing novel legal strategies or categories of cases that seek to promote the public interest; and
  - Developing policies, including internal procedures as well as potential regulation or legislation, to strengthen existing protections for District residents.
- Managing the litigation work of the Section, including:
  - Establishing litigation priorities;
  - Supervising the litigation practice of the Section, including all aspects of civil actions, investigations, negotiations, and resolutions;
  - Reviewing pleadings, motions, memoranda, and correspondence;

- Reviewing litigation outcomes to determine when appellate review may be needed; and
- Generating monthly case reports and other evaluative tools to the Assistant Deputy and Deputy.
- Managing the operations of the Section, including:
  - Preparing annual budget requests and performing ongoing programmatic monitoring and reporting;
  - Managing personnel, including support staff, in a manner that encourages professional development, employee satisfaction, and quality outcomes; and
  - Otherwise managing the operation of the Section in compliance with OAG policies and procedures to ensure timely delivery of legal services on a daily and long-range basis.
- Other duties associated with leading the Section, including:
  - Advising the Attorney General on legal issues within the Public Advocacy arena;
  - Fielding complaints from the public;
  - Handling public speaking requests, press, and media inquiries;
  - Participating in relevant work groups or OAG special projects, continuing legal education, and other opportunities to expand or inform the Section's work;
  - Coordinating with other OAG Divisions on joint enforcement or other opportunities; and
  - Liaising, as needed, with members of the District of Columbia Council, members of the Executive, and other District officials on matters pertaining to the work of the Section

Qualifications: The candidate must have significant experience supervising legal work, including the day-to-day activities of attorneys and support staff as well as strong organizational skills. The candidate should have at least 5 years of civil litigation experience, preferably in affirmative or otherwise public interest litigation, and excellent oral and writing skills. The candidate should also have a creative orientation toward the law and bring innovative thinking to the ways in which OAG can expand its work to meet the needs of District residents.

Eligibility: The successful candidate must have a law degree and be an active member in good standing of the bar of any jurisdiction. If not a member of the District of Columbia Bar, the candidate must be sworn into the District of Columbia Bar within 360 days of his/her initial appointment with the Office of the Attorney General for the District of Columbia.

Other Information: The selected candidate will be subject to a background investigation including reference checks.

How to Apply: Candidates should e-mail one PDF file which includes: 1) a cover letter (must include the vacancy number) summarizing why you are interested and the skills and abilities you possess that will enable you to succeed in this position; 2) résumé; 3) list of three references; and 4) a writing sample to [OAG.RecruitmentAttorney@dc.gov](mailto:OAG.RecruitmentAttorney@dc.gov) by 11:59pm of the closing date indicated above, addressed to Arlyntha Love, Office of the Attorney General for the District of Columbia, 441 4<sup>th</sup> Street NW, Washington, DC 20001.

For more information, please visit:

[Supervisory Trial Attorney, Public Advocacy Division \(#17-044, Closing: 07/10/17\)](#)

## NON-LEGAL POSITIONS

### BILINGUAL INTAKE SPECIALIST AYUDA

Organizational Profile: Ayuda is a 501 (c)(3) non-profit organization dedicated to providing direct legal and social services, education, and outreach to low-income immigrants in the Washington, DC metropolitan area. Through its offices in Washington, DC and Falls Church, VA, Ayuda has amassed a 43-year history of providing critical services on a wide range of issues, and in the process, has acquired nationally recognized expertise in immigration law, domestic violence, and human trafficking, among other fields.

Why do you want this Job? Because, just like everyone at Ayuda, you believe:

- In seeing communities where all immigrants overcome obstacles to succeed and thrive in the United States.
- In the overall success of our organization and all our programs.
- That families should be healthy, united, and safe from harm.
- That all people should have access to professional, honest, and ethical services, regardless of ability to pay or status in this country.
- That diversity and equality make this country better.

What will this job entail? Duties include the following. Other duties may be assigned.

- Receive and direct incoming calls and answer questions concerning Ayuda's services and intakes.
- Provide and track referrals to outside service providers.
- Greet current and prospective clients, and guests.
- Conduct initial screenings and conflict checks for all potential clients
- Translate documents and forms from Spanish to English.
- Enter data into Quickbooks and Legal Server
- Assist attorneys and social workers with communication to existing and potential clients.
- Keep case files current, create new files and close out files.
- Copy and prepare application packets for mailing.
- Collect fees, issue receipts, and invoice clients using QuickBooks
- Provide assistance with special projects, such as outreach and research.
- Perform other duties as assigned.

How do you know if you can do this job? To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Eligibility: Must be legally able to work in the United States and maintain proper work authorization throughout employment. Must be able to meet the physical requirements of the position presented in a general office environment.

Education/Experience:

- High School diploma or GED required
- Bachelor's degree preferred
- 2+ years related experience

Technological Skills:

- Proficient in Microsoft Office
- Experience with Microsoft Office Excel preferred
- Experience with Quickbooks or similar accounting software preferred

Required Knowledge and Skills:

- Excellent customer service skills
- Excellent written and verbal communications skills
- Professionalism with both internal and external customers
- Professional demeanor, strong work ethic, discrete, resources, and ability to maintain confidentiality
- Ability to communicate with a variety of people, both internal and external
- Ability to work collaboratively in a team environment
- Ability to initiate and follow through on work independently
- Ability to work in a fast-paced environment
- Detail-oriented
- Excellent time management skills
- Ability to meet assigned deadlines
- Ability to adapt to changing priorities
- Strong multi-tasking abilities

Salary and Benefits: Commensurate with experience, plus a benefits package that includes medical and dental insurance, as well as an employer-provided retirement match. All federal holidays and closures observed and paid leave for the week of Christmas through New Year's Day. This position is exempt for overtime purposes.

To Apply: Please apply with resume and cover letter at <https://www.jsco.re/184yb>. Writing samples may be requested.

Applications will be considered on a rolling basis until the position is filled. Apply early for full consideration. No phone calls, please.

Ayuda is an equal opportunity employer. We value a diverse workforce and inclusive culture. It is Ayuda's policy to be fair and impartial in all relations with employees and applicants for employment and to make all employment-related decisions without regard to race, religion, color, national origin, age, sex, marital status, gender identity or expression, disability, sexual orientation, or any other categories protected by federal, state, or local law. We encourage applications from members of underrepresented communities.

Ayuda's dedication to social justice means that all positions will be committed to working with people from diverse cultural, linguistic, economic, educational, and vocational backgrounds.

DIRECTOR OF ACCOUNTING AND FINANCE  
LEGAL AID SOCIETY OF THE DISTRICT OF COLUMBIA

The Legal Aid Society of the District of Columbia seeks an energetic, detail-oriented individual for the position of Director of Accounting and Finance to be responsible for the organization's accounting and finance functions and systems. Legal Aid was formed in 1932 to "provide legal aid and counsel to indigent persons in civil law matters and to encourage measures by which the law may better protect and serve their needs." Legal Aid is the oldest general civil legal services program in the District of Columbia. For more information about Legal Aid please visit our website, [www.legalaiddc.org](http://www.legalaiddc.org), and our blog, [www.MakingJusticeReal.Org](http://www.MakingJusticeReal.Org).

**Tasks and Duties:** The Director of Accounting and Finance will report to Legal Aid's Chief Operations Officer. A successful candidate will have demonstrated experience in financial management and accounting and a desire to work in a fast-paced, collaborative environment that often requires multi-tasking and flexibility while at the same time maintaining a high level of attention to detail. Because we are a dynamic, growth-oriented non-profit, the Director of Accounting and Finance must have a can-do attitude and will be expected to pitch in, time permitting and as appropriate, with other operational support, including on such items as human resources and payroll. Nonprofit experience is a plus. Areas of responsibility include, but are not limited to:

- **Accounting:** Prepare accounting and related entries into the organization's books and records relating to the entirety of the organizations operations ranging from grants, contributions, investments, payroll, operating expenses, depreciation and amortization, and real estate leases; prepare monthly bank reconciliations; provide monthly oversight of accounts receivable; prepare monthly financial reports and statements of operations; and prepare monthly statements of investments. Ensure accuracy, sufficiency, and compliance with applicable accounting practices, standards and controls. Prepare materials for annual audit and work closely with the organization's auditors to ensure required reports and documentation are provided accurately and in a timely manner.
- **Finance:** Prepare reports and financial analysis on all financial activities, including cash flow projections, analysis of operating and reserve fund balances and projections, and long range financial planning. Prepare annual operating budgets and monitor financial results in comparison to the budget on a monthly basis. Work with Development to prepare grant budgets and required reporting of same; ensure grant resources are being properly allocated to ensure full use of funding. Ensure Legal Aid's financial manual is up-to-date with current procedures.

Qualifications:

The ideal candidate will have the following:

- Previous experience with non-profit financial management and accounting;
- Certified public accountant or similar qualifications based on experience in financial reporting and accounting roles;
- Experience with QuickBooks or other similar bookkeeping software;
- Experience with financial accounting audits;
- Analytical skills capable at modeling cash flow projections and related financial forecasts and budgets;
- Strong computer skills including MS Word, Excel, Outlook, and Google applications;
- Outstanding communications skills, written and oral;
- Values diversity of thought, backgrounds and perspectives;
- Ability to work both independently and in collaboration with others;
- Ability to multitask while maintaining vigilant attention to details
- Commitment to the mission of Legal Aid.

Salary: Salary based on experience.

To Apply: Legal Aid encourages all interested persons regardless of age, race, ethnicity, sex, gender, sexual orientation, religion or disability to apply. Interested persons are encouraged to apply immediately and should email a letter of interest and resume to: [DirectorofFinance@legalaiddc.org](mailto:DirectorofFinance@legalaiddc.org). Applications will be reviewed as they are submitted. Position remains open until filled.

## FELLOWSHIP/INTERN POSITIONS

### SIDLEY AUSTIN APPELLATE ADVOCACY FELLOW LEGAL AID SOCIETY OF THE DISTRICT OF COLUMBIA

The Legal Aid Society of the District of Columbia, D.C.'s oldest and largest general civil legal services program, seeks a highly qualified candidate to serve as its inaugural Sidley Austin Appellate Advocacy Fellow. The one-year fellowship, made possible through the generous support of Sidley Austin LLP, will begin Fall 2017.

Legal Aid was formed in 1932 to "provide legal aid and counsel to indigent persons in civil law matters and to encourage measures by which the law may better protect and serve their needs." The largest part of our work is individual representation in housing, family law, public benefits, and consumer law. From the experiences of our clients, we identify opportunities for law reform, public policy advocacy, and systemic reform litigation.

Legal Aid's nationally-recognized Barbara McDowell Appellate Advocacy Project, which will house the fellow, has been called a "model of excellence" by the National Legal Aid and Defender Association. Named after its first Director, a renown appellate and U.S. Supreme Court advocate, the Project litigates precedent-setting appeals on behalf of Legal Aid clients and files "friend of the court" briefs in cases involving matters of importance to people living in poverty. Beyond litigation, the Project provides appellate instruction, consultation, and advice to the larger D.C. legal services community. Although most of the Project's work involves cases before the District's highest court – the D.C. Court of Appeals – the Project also gets involved in administrative appeals and cases before the D.C. Superior Court and the federal courts. For more information about Legal Aid and the Appellate Advocacy Project, please visit our website, [www.legalaiddc.org](http://www.legalaiddc.org), and our blog, [www.MakingJusticeReal.Org](http://www.MakingJusticeReal.Org).

The Sidley Austin Appellate Advocacy Fellow will be responsible for conducting legal research and writing; drafting legal and factual memoranda and briefs; conducting applicant and client interviews and meetings; reviewing and analyzing court filings and records; assisting with the maintenance of Legal Aid's appellate case files, records, and dockets; engaging in oral advocacy, as appropriate; and other tasks as assigned to him/her by the Appellate Project Director, the Legal Director, or the Executive Director.

Ideal applicants are recent law school graduates or individuals who have completed a judicial clerkship or will have completed a clerkship by the fall of 2017. The successful candidate will also have the following:

- Exceptional legal research and writing skills;
- Strong litigation, organizational, communication, and leadership skills;

- An ability to multitask, juggle and complete assignments, and meet deadlines;
- A demonstrated commitment to social, economic, and racial justice;
- An ability to work with Legal Aid's diverse client community; and
- Proficiency or fluency in Spanish or another language a plus.

Membership or eligibility for membership in the D.C. Bar is required. The Sidley Austin Appellate Advocacy Fellow will be paid in accordance with Legal Aid's attorney salary scale. Legal Aid offers a generous benefits package.

To Apply: Please email a letter of interest and resume to: [appellatefellow@legalaiddc.org](mailto:appellatefellow@legalaiddc.org). Applications will be reviewed as they are submitted. Position remains open until filled.

Legal Aid values an inclusive, diverse workplace and encourages applications from interested persons of any race, color, religion, sex, national origin, age, physical or mental disability, veteran status, sexual orientation, gender identity or expression, marital status, personal appearance, family responsibilities, matriculation, political affiliation, genetic information, or any other legally protected status.

## OUT-OF-TOWN LEGAL AND FELLOWSHIP POSITIONS

### ADVOCACY AND OUTREACH ATTORNEY IMMIGRANT LEGAL ADVOCACY PROJECT PORTLAND, MAINE

Based in Portland, Maine, the Immigrant Legal Advocacy Project (ILAP) is Maine's only state-wide immigration legal aid organization. ILAP helps low-income immigrants improve their legal status and works for more just and humane laws and policies affecting immigrants. ILAP's work includes direct legal services for over 2,000 clients each year; education and outreach to immigrant communities and service providers; and systemic advocacy on local, state, and federal immigration law issues.

**Position Description:** The Advocacy and Outreach Attorney is responsible for working on local, state, and federal systemic advocacy issues impacting Maine's immigrant community; conducting education and outreach on immigration laws and legal rights to Maine's immigrant community and other stakeholders; and coordinating communications on immigration issues and ILAP's work to partners, supporters, the public, and the media.

**Responsibilities:**

- Monitor and analyze relevant activity related to immigration policy on the local, regional, and national levels.
- Coordinate a strong policy and advocacy agenda consistent with the organization's strategic plan and mission.
- Participate on coalitions and work groups related to immigration law and advocacy.
- Represent ILAP in the community to build and strengthen community relationships.

- Advocate on important immigration issues by: testifying before the legislature; meeting with local, state, and federal government officials; advocating with law enforcement; writing policy statements and sign-on letters, and other related activities. Conduct education and outreach to immigrant groups, service providers, stakeholders, and the public on immigration laws and legal rights, including immigration policy changes that impact Maine's immigrant community.
- Coordinate know-your-rights presentations to Maine residents detained by ICE, and conduct advocacy related to ICE enforcement and detention.
- Coordinate communications on immigration law and ILAP's work through regular email communications, social media, press releases, and op-eds.
- Participate in legal staff activities, including attending weekly legal staff meetings, in order to remain informed and updated on immigration laws and procedures.
- Perform other tasks as assigned by the Legal Director or the Executive Director.

#### Qualifications:

- J.D. and member in good standing of any state bar.
- Prior experience with immigration law.
- Excellent interpersonal skills with a collaborative work style and ability to work well in coalitions with a variety of different stakeholders.
- Strong analytical, research, and writing skills.
- Ability to challenge and debate issues of importance to the organization.
- Ability to multi-task effectively, including having strong detail-orientation, planning, and organizing skills; and the ability to work well under pressure.
- Comfort in communicating with the media, legislators, and government officials.
- Demonstrated commitment to public interest law or to working with low-income populations, and an ability to work well with individuals from different cultures and with varying levels of English proficiency.
- Willingness to travel for meetings.
- Ability to work nights and weekends as needed.
- Language skills, especially Spanish, French, Somali, Arabic, or Portuguese, are desirable but not required.

Compensation: This is a full-time, permanent position. Compensation is commensurate with experience and includes a competitive benefits package.

To Apply: Send cover letter, resume and writing sample by e-mail to Susan Roche, Executive Director, at [sroche@ilapmaine.org](mailto:sroche@ilapmaine.org). Review of applications will begin on June 12<sup>th</sup> and will continue until the position is filled.

ILAP is an Equal Opportunity Employer.

STAFF ATTORNEY  
IMMIGRATION ADVOCATES NETWORK  
NEW YORK, NEW YORK

The Immigration Advocates Network (IAN), an innovative collaboration of 12 leading immigration advocacy and legal support organizations and Pro Bono Net, seeks a full-time staff attorney to create and maintain legal content for diverse audiences, manage projects, support new and existing products, and coordinate training and technical assistance initiatives. This position requires a broad understanding of immigration law (including at least three years of recent practice), familiarity with the



nonprofit immigration legal services field, a commitment to plain language legal writing, and the ability to effectively collaborate with partners. It requires an interest in innovative approaches to field capacity building, volunteer mobilization, and increasing access to self-help resources and tools for low-income immigrants. Examples of our award-winning projects include [www.citizenshipworks.org](http://www.citizenshipworks.org), [www.immi.org](http://www.immi.org), and [www.womenstepforward.org](http://www.womenstepforward.org), among others. This position is based in our New York City or San Francisco offices (exceptional candidates in other areas of the country that have demonstrated experience or commitment to working remotely will also be considered).

#### Core Responsibilities:

- Create and maintain legal content and tools.
- Develop and maintain new and existing projects and products, including online platforms and mobile applications.
- Create and sustain nonprofit and pro bono capacity building projects, including planning and implementing new resources and training webinars, as well as weekly email updates and social media dispatches.
- Draft plain-language online content to empower immigrants to understand their rights and legal options.
- Supervise the VISTA program and design and support a new law student internship program.
- Assist with related activities, including grant proposals, quality assurance (QA) testing, and funder/stakeholder reports, as needed.

#### Qualifications:

- J.D. and a license to practice law in any state;
- Minimum three (3) years immigration law experience, including removal defense;
- Demonstrated experience or interest in spearheading program innovations and/or information technology (we do not require that the candidate has in-depth experience with technology, but do require an interest in learning and supporting new technology-based interventions in the public interest immigration field);
- Strong writing and communication skills;
- Experience managing complex projects with multiple stakeholders;
- Strong online and/or in-person training experience;
- Fluency in Spanish (written and spoken) is a plus.

To Apply: Send a resume, a brief description of your interest, 3 references, and a writing sample to IAN associate director, Pat Malone, [atp Malone@immigrationadvocates.org](mailto:atp Malone@immigrationadvocates.org). No telephone calls please. Identified candidates will be contacted directly. Applications will be accepted until the position is filled. We are an equal opportunity employer.

To learn more about the Immigration Advocates Network (IAN), our projects, and our partners, visit <http://www.immigrationadvocates.org>.

STAFF ATTORNEY  
IMMIGRANT DEFENSE INITIATIVE  
NEW YORK UNIVERSITY  
NEW YORK, NEW YORK

The New York University (NYU) Immigrant Defense Initiative seeks a Staff Attorney for a one-year contract position (part or full time) with the possibility of renewal. The NYU Immigrant Defense Initiative is a project of the NYU Law School's Immigrant Rights Clinic, directed by Professors Alina Das and Nancy Morawetz. The NYU Immigrant Defense Initiative provides legal advice,

representation, and referrals to members of the NYU community, including students and staff, who are at risk of deportation or otherwise in need of urgent legal immigration support. Working closely with pro bono partners, the NYU Immigrant Defense Initiative also organizes Know Your Rights trainings and other community events in response to ongoing concerns with immigration policies and recent legal developments.

The Staff Attorney will conduct screenings, consultations, and broader outreach in the NYU community, and represent members of the community in removal defense and/or affirmative applications and waivers as needed. In addition, the Staff Attorney will conduct Know Your Rights trainings, present at community events, and develop materials and advisories in relation to current and potential changes to immigration law and policy. The Staff Attorney will work closely with our pro bono law firm partners to refer cases for longer term representation and/or additional support.

**Terms of Position and Salary:** The position is available for one year, with the possibility of renewal. The preferred start date would be in August 2017. The position may be full time or part time, depending on the applicant's preference. Please state your preference with respect to full or part time work in your cover letter. Salary will be commensurate with experience and the full or part time nature of the position.

**Qualifications:** Applicants for the Staff Attorney position should have a minimum of three years of experience working with applicants for student, employment, and family visas and related waivers, as well as naturalization applications. Ideally, applicants will also have experience in asylum law and removal defense as well. Applicants must be comfortable with and interested in conducting Know Your Rights trainings and community presentations.

**Applications:** Applicants should submit a resume/CV and a cover letter describing their interest in the position, relevant experience, and preference for full or part time work to the Immigrant Defense Initiative's Program Coordinator, Noelia Rodriguez, at [noelia.rodriguez@nyu.edu](mailto:noelia.rodriguez@nyu.edu). Applications will be considered on a rolling basis through July 15, 2017.

NYU is an equal opportunity employer. EOE / AA / Minorities / Females / Vet / Disabled / Sexual Orientation / Gender Identity

STAFF ATTORNEY  
DOMESTIC VIOLENCE LEGAL CLINIC  
CHICAGO, ILLINOIS

The Domestic Violence Legal Clinic serves victims of domestic violence with a range of free legal services, including orders of protection, domestic relations matters and U Visas. We provide high quality, compassionate legal assistance to people in crisis and work to keep families safe.

Responsibilities:

- Perform intake functions, interviewing potential clients to evaluate case for representation
- During initial interview, provide advice and brief services as appropriate
- Provide high quality representation for survivors of domestic violence seeking domestic violence-related remedies in housing, employment and consumer matters
- Assist clients seeking to access payment from the Crime Victim Compensation Fund
- Deliver services according to principles of trauma-informed care
- Maintain client files, noting all deadlines, communications and other relevant information
- Coordinate with agency's Client Support Coordinator and other colleagues to ensure that client receives seamless, holistic services
- Supervise volunteers including attorneys, students and interns

- Participate in agency staff meetings and other required events
- Other duties as assigned

Position Requirements:

- Licensed to practice law in Illinois
- Highly proficient in Spanish, including ability to interview and represent clients with limited or no-English speaking abilities preferred
- Must have completed or be willing to complete 40-hour Domestic Violence training
- Familiarity with principles of trauma-informed care and willingness to complete additional training
- Litigation and housing, employment and/or consumer law experience preferred
- Ability to develop and implement short and long-term litigation strategies
- Strong self-motivation and ability to manage multiple tasks and deadlines
- Ability to work in fast-paced legal environment
- Flexible, self-motivated
- Excellent communication and time management skills
- Sense of humor

To apply: please visit

<http://careers.npo.net/jobs/?keywords=employer:%22Domestic%20Violence%20Legal%20Clinic%22>

STAFF ATTORNEY - IMMIGRATION  
DOMESTIC VIOLENCE LEGAL CLINIC  
CHICAGO, ILLINOIS

The Domestic Violence Legal Clinic serves victims of domestic violence with a range of free legal services, including orders of protection, domestic relations matters and U Visas. We provide high quality, compassionate legal assistance to people in crisis and work to keep families safe.

Responsibilities:

- Perform intake functions, interviewing potential clients to evaluate case for representation
- During initial interview, provide advice and brief services as appropriate
- Provide high quality representation for survivors of domestic violence seeking domestic violence-related immigration remedies
- Manage a case load of ongoing U Visa and VAWA cases\*
- Deliver services according to principles of trauma-informed care
- Maintain client files, noting all deadlines, communications and other relevant information
- Coordinate with agency's Client Support Coordinator and other colleagues to ensure that client receives seamless, holistic services
- Supervise volunteers including attorneys, students and interns
- Participate in agency staff meetings and other required events
- Other duties as assigned

Position Requirements:

- Licensed to practice law in Illinois
- Highly proficient in Spanish, including ability to interview and represent clients with limited or no-English speaking abilities preferred
- Must have completed or be willing to complete 40 hour Domestic Violence training
- Familiarity with principles of trauma-informed care and willingness to complete additional training
- Immigration law experience preferred
- Ability to develop and implement short and long-term litigation strategies

- Strong self-motivation and ability to manage multiple tasks and deadlines
- Ability to work in fast-paced legal environment
- Flexible, self-motivated
- Excellent communication and time management skills
- Sense of humor

To apply: please visit

<http://careers.npo.net/jobs/?keywords=employer:%22Domestic%20Violence%20Legal%20Clinic%22>

STAFF ATTORNEY – FAMILY LAW  
DOMESTIC VIOLENCE LEGAL CLINIC  
CHICAGO, ILLINOIS

The Domestic Violence Legal Clinic serves victims of domestic violence with a range of free legal services, including orders of protection, domestic relations matters and U Visas. We provide high quality, compassionate legal assistance to people in crisis and work to keep families safe.

Responsibilities:

- Perform intake functions, interviewing potential clients to evaluate case for representation
- During initial interview, provide advice and brief services as appropriate
- Provide high quality representation for survivors of domestic violence seeking remedies in Domestic Relations Division
- Manage a case load of ongoing Domestic Relations cases, including effective representation of clients in contested hearings
- Deliver services according to principles of trauma-informed care
- Maintain client files, noting all deadlines, communications and other relevant information
- Coordinate with agency's Client Support Coordinator and other colleagues to ensure that client receives seamless, holistic services
- Supervise volunteers including attorneys, students and interns
- Participate in agency staff meetings and other required events
- Other duties as assigned

Requirements:

- Licensed to practice law in Illinois
- Highly proficient in Spanish, including ability to interview and represent clients with limited or no-English speaking abilities preferred
- Must have completed or be willing to complete 40-hour Domestic Violence training
- Familiarity with principles of trauma-informed care and willingness to complete additional training
- Litigation and family law experience preferred
- Ability to develop and implement short and long-term litigation strategies
- Strong self-motivation and ability to manage multiple tasks and deadlines
- Ability to work in fast-paced legal environment
- Flexible, self-motivated
- Excellent communication and time management skills
- Sense of humor

To apply: please visit

<http://careers.npo.net/jobs/?keywords=employer:%22Domestic%20Violence%20Legal%20Clinic%22>

SENIOR ASSOCIATE  
UNITARIAN UNIVERSALIST SERVICE COMMITTEE  
CAMBRIDGE, MASSACHUSETTS

Summary: Transformative experiential learning programs are an essential part of UUCSJ's mission to inspire and sustain faith-based justice engagement. Reporting to the Director of the College, this position has primary responsibility to develop and support a strong portfolio of immersion learning programs, building on those that already exist in Nicaragua, Arizona/Mexico, West Virginia, and Florida. All programs focus on one or more justice issues and the intersections between them (racial, economic, immigration, and climate justice) and incorporate spiritual practices to center and sustain participants in their activism. The staff of the UU College of Social Justice function collaboratively and across portfolios, regularly assisting one another in responding to new justice initiatives and program opportunities, so flexibility and a willingness to experiment with new programs are essential in this position.

The successful candidate will have significant direct experience in developing and leading immersion learning programs; will be proficient in Spanish; will possess knowledge of experiential pedagogies; and will demonstrate the leadership skills required to build and maintain an exceptional program. These skills will include the ability to research and adapt best practices, formulate related program policies, screen, select and develop programs with partner organizations when program expansion is needed, and to set and achieve consistent standards for excellence in implementation. In addition, the candidate will demonstrate a deep understanding of human rights and the systemic roots of injustice, including the dynamics of racism, sexism, classism, colonialism, and privilege; strategies for overcoming them; and successful grass-roots change models, and the ways in which spiritual and contemplative practices may relate to social justice.

Essential Duties and Responsibilities:

- Sustain and support existing immersion learning journeys, and expand and strengthen those currently in development. This includes evaluating our offerings against a strategic priority screen, maintaining strong relationships with our partner organizations, and continuously searching for improvement opportunities. This responsibility includes developing the annual program plan and budget for immersion learning programs for the approval of the Director.
- Under the leadership of the Director, oversee planning and development of each immersion learning program to ensure direct, transformative encounters and incorporate the UUCSJ Study Guide and other educational elements. This includes development of program itineraries, curricular elements, pre- and post- activities as well as dates, logistics, pricing and leadership requirements, often in collaboration with other staff.
- Recruit, support, oversee and coordinate the pool of over 20 CSJ program leaders, including creating and running an excellent training retreat each year. In coordination with other CSJ staff, assign leaders to specific programs, ensure their evaluation, send monthly updates, organize conference calls as needed, and provide opportunities for continuing education specific to their role with UUCSJ.
- Collaborate closely with other CSJ program staff on a variety of immersion learning and training programs for high school youth and for young adults, identifying opportunities for skilled volunteer placements, and integrating study materials and action plans across portfolios.
- Collaborate with UUSC, UUA and CSJ staff to develop marketing communications; provide complete program information to enable optimal recruitment of participants.
- Occasionally lead immersion learning journeys and justice education programs as required, particularly those that are being piloted or require evaluation, in order to continuously strengthen the offerings and curriculum and maintain partner relationships.
- Assist other staff with participant engagement post-program, to ensure that participants have meaningful options to continue their learning, support our programs, and advance justice.

- Perform other related duties as assigned by the Director.

The Ideal Candidate will have:

- Five or more years' experience in managing and leading immersion and service-learning programs or similar justice-focused programs.
- Experience with popular education as a teaching pedagogy and experience in anti-racism and anti-oppression education and activism.
- Demonstrated leadership skills, particularly the ability to think strategically and comprehensively about ways to build an exceptionally effective program.
- Strong written and oral communication skills in English, proficiency in Spanish.
- Experience in program planning and budget management that demonstrates strong problem solving and decision-making skills.
- An ability to develop, plan and lead service-learning programs from initial planning through successful completion and follow-up, including knowledge of experiential education techniques and experience with participatory pedagogical approaches.
- Experience in program evaluation systems and approaches.
- Strong organizational skills, attention to detail, and an advanced ability to juggle many critical things at once and prioritize strategically.
- Strong interpersonal skills including a responsive manner in dealing with the public and an ability to work constructively and collaboratively across departments and organizations, which may have different priorities or objectives.
- An ability to take initiative, self-prioritize and work independently as well as in a team environment.
- A strong commitment to working in a diverse work environment and the ability to function well in such an environment.
- Significant overseas travel, service-learning or living experience preferred.
- Familiarity with Unitarian Universalism and experience in working with faith communities preferred, and openness to the intersections of spiritual grounding and social justice.
- Bachelor's Degree or relevant certifications in a related field are preferred; however, candidates without such degrees but with superb on-the-ground experience are also encouraged to apply.

Non-Discrimination and Equal Employment opportunity: UUSC is highly committed to the principle of equal opportunity in employment. People with disabilities, people of color, and people from minority communities are encouraged to apply.

Interested candidates may email a cover letter and résumé in confidence to [employment@uusc.org](mailto:employment@uusc.org) or mail to: Unitarian Universalist Service Committee (Attn: Director of Human Resources), 689 Massachusetts Avenue, Cambridge, MA 02139.

CRIMINAL AND IMMIGRATION LAW ATTORNEY  
IMMIGRANT LEGAL RESOURCE CENTER  
SAN FRANCISCO, CALIFORNIA

The Immigrant Legal Resource Center (ILRC) is seeking an attorney to focus on the intersection of criminal and immigration law. The attorney would work at our San Francisco office and bolster our technical assistance and capacity-building work on behalf of immigrants and the practitioners who defend their rights. This is a two-year job term, which potentially can be extended.

The ILRC is a national nonprofit legal support center located in San Francisco, California. Founded in 1979, we specialize in immigration law, policy, and immigrants' rights. The ILRC's work concentrates on three main program areas: (1) building the capacity of attorneys, paralegals, organizers, service providers, immigrants, and others by providing legal technical assistance, trainings, and publications;

(2) assisting immigrants with civic engagement projects to help expand immigrants' rights and political power; and (3) conducting policy and advocacy work related to immigration law and immigrant rights.

The ILRC is a team-based organization that makes most of its decisions in a collaborative fashion that allows for significant staff input.

Job Responsibilities: The criminal and immigration law attorney will be responsible for contributing to several concurrent programs. Duties may include:

- Providing case-specific technical assistance to nonprofit agency staff, public defenders, private practice attorneys, and pro bono attorneys who work with low-income immigrants primarily on issues relating to the intersection of criminal and immigration law, as it pertains to removal defense, family-based immigration, naturalization, asylum, and other areas of immigration law;
- Writing and updating manuals, practice advisories, online resources including a chart on the immigration consequences of common California offenses, and training and educational materials for attorneys, paralegals, community organizers, members of the immigrant community, and others;
- Conducting in-person and/or webinar trainings on immigration law and practice for legal workers and other practitioners who serve the immigrant community;
- Conducting research and writing assignments for ILRC's staff attorneys on a variety of immigration law issues;
- Collaborating and presenting to networks of other immigrant rights organizations and/or groups on immigration law, policy and immigrant rights issues;
- Engaging in policy and advocacy work on immigration law issues;
- Traveling for trainings, meetings, and other events in California and throughout the United States; and
- Helping immigrants lead and participate in civic engagement projects.

Qualifications: The successful applicant is required to have:

- Excellent writing, editing, legal research and analysis, and oral presentation skills;
- Exceptional time management skills and the ability to meet deadlines;
- A strong work ethic, including the following qualities: organized, flexible, reliable, and dependable, with the ability to be an independent worker and to handle several projects simultaneously while thriving in a team-based collaborative decision-making environment;
- A strong commitment to immigration law and immigrant rights;
- A willingness to travel throughout California and the United States; and
- A current Bar membership in good standing for any state in the United States or the District of Columbia, although California is preferred.

It is a plus if the applicant has additional relevant experience or knowledge in the following:

- Representing clients in the practice of general immigration law before the EOIR, BIA, and/or and the federal courts, especially complicated family-based and removal cases;
- Representing clients in the criminal law context;
- Working on the intersection of criminal and immigration law;
- Broad knowledge of family-based immigration law and removal defense including the grounds of inadmissibility and deportability; the intersection of criminal and immigration law; and the rules governing BIA and judicial review;
- Writing and securing grants from foundations and corporations;
- Technical writing whether for immigration or other purposes;
- Training, teaching, or other public speaking experience;
- Working in, leading, or forming coalitions;



- Collaborating with immigrant communities;
- Coordinating civic engagement projects or working as a community organizer; and
- Second language proficiency, preferably Spanish, Mandarin or Cantonese, within the range of conversational to fluent.

Salary/Benefits: Pay is commensurate with experience. The ILRC provides competitive salaries, excellent benefits including professional membership dues, health/dental/vision insurance, a flexible spending account for medical and dependent care, vacation, and sick leave. The ILRC sponsors a retirement plan option upon fulfillment of eligibility.

Applications: This position will remain open until it is filled. We will consider applications on an ongoing basis beginning immediately. To ensure consideration of your application, please submit a cover letter explaining your qualifications for the position and salary requirement, a resume, two writing samples – one sample that demonstrates immigration law knowledge and a second sample that shows business writing acumen -- and the names of three references as soon as possible to:

Criminal-Immigration Attorney Hiring Committee

ILRC

1663 Mission Street, Suite 602

San Francisco, CA 94103

Fax: (415)255-9792 (no calls, please)

[Job\\_crimattorney@ilrc.org](mailto:Job_crimattorney@ilrc.org)

The ILRC is an equal opportunity employer and encourages women, people of color, persons with disabilities, and lesbian, gay, bisexual, and transgender individuals to apply.

CONTROLLER  
IMMIGRANT LEGAL RESOURCE CENTER  
SAN FRANCISCO, CALIFORNIA

The Immigrant Legal Resource Center (ILRC) is seeking a dynamic accounting and finance professional for the position of Controller. The Controller will work in a team that includes the Director of Finance and Operations, the Finance Coordinator and the Office Coordinator. This position will have responsibility for all financial accounting, internal controls and financial reporting, and for budgeting and project financial support to two critical projects. This individual will report to the Director of Finance and Operations

The ILRC is a national nonprofit immigrant rights and legal support center based in San Francisco, California. The mission of the ILRC is to work with, educate, and enhance the capacity of immigrants, community organizations, and the legal sector, in order to build a democratic society that values diversity, dignity, and the rights of all people. Founded in 1979, the ILRC is regarded as foremost experts on engaging immigrants and developing their leadership in the democratic process, providing expertise on complex issues of immigration law, procedure and policy, and engaging in advocacy and educational initiatives on policies that affect immigrants. We currently have a staff of 38, and an annual budget of about \$12M.

Specific responsibilities include:

- Lead the team that maintains all accounting and financial records for the organization, including revenue, payroll, re-grants, and other expenses.
- Act as a financial and strategic thought partner to the organization's executive team.
- Provide monthly financial reports and analysis for the organization and for our key projects.



- Provide budgeting and business partner support to the project director of two critical projects. These projects have multiple funders, significant re-grants to partner organizations, and dedicated program staff.
- Ensure our accounting is consistent with generally accepted accounting principles, lead our annual audit, and partner with our tax preparer.
- Evaluate our financial and accounting systems to increase efficiency and improve decision making information. Identify areas for automation of data flow.
- Ensure we are current on all grant receivables, re-grants payables, and all other receivables and payables.
- Forecast and monitor cash balances to maximize our investment opportunities.
- Manage our insurance policies and coverage

Required qualifications and skills: The successful candidate will have strong experience in financial accounting and budgeting in organizations of our size. Candidates must have demonstrated a strong focus on internal controls and must be a clear role model for financial ethics. The ILRC operates in a team environment, and the effective controller will successfully accomplish goals through the collaboration and cooperation of others.

Specific requirements include:

- Degree in accounting, finance, or business required. Advanced degree or CPA preferred.
- 5 or more years' experience in accounting, budgeting and project tracking. Experience in both for-profit and not-for-profit organizations preferred.
- Expert knowledge of QuickBooks and Excel.
- Excellent oral and written communication skills, including the ability to communicate complex data, findings and ideas clearly to diverse audiences.
- Respect for all co-workers.
- A strong work ethic, including the following qualities: organized, flexible, reliable, goal-oriented, and dependable, with the ability to be an independent worker, and able to handle several projects simultaneously while thriving in a team-based collaborative decision-making environment

Salary/benefits: Competitive pay commensurate with experience, which includes excellent benefits, health/dental/vision insurance, a flexible spending account for medical and dependent care, vacation, and sick leave. The ILRC sponsors a retirement plan option upon fulfillment of eligibility.

Applications: This position will remain open until filled, and is currently available. We will consider applications on an ongoing basis beginning immediately. To ensure consideration of your application, please submit a professional cover letter explaining your qualifications for the position and salary requirement, a resume, and the names of three references

Please send your application to:

Controller Hiring Committee  
 ILRC  
 1663 Mission Street, Suite 602  
 San Francisco, CA 94103  
 Fax: (415)255-9792 (no calls, please)  
[JobController@ilrc.org](mailto:JobController@ilrc.org)

The ILRC is an equal opportunity employer and encourages women, people of color, persons with disabilities, and lesbian, gay, bisexual, and transgender individuals to apply.

STAFF ATTORNEY  
PUBLIC COUNSEL **IMMIGRANTS' RIGHTS PROJECT**  
LOS ANGELES, CALIFORNIA

Public Counsel's Immigrants' Rights Project (IRP) is hiring a full-time, bilingual (Spanish/English) immigration attorney to represent unaccompanied minors (UACs). This attorney will join our UAC team, including four attorneys, a social worker and three support staff. This is a temporary, fixed-term position funded through September 30, 2017. Depending availability of funding, the position may become permanent.

Organizational Background: Public Counsel is the largest pro bono public interest law firm in the country. Founded in 1970, it is dedicated to advancing equal justice under law by delivering free legal and social services to the most vulnerable members of our community. Public Counsel's programmatic areas include Children's Rights, Community Development, Consumer Law, Early Care and Education, Homelessness Prevention, Immigrants' Rights, and Veteran's Advocacy. Public Counsel has a full-time staff of over 120.

Public Counsel's IRP, staffed by 11 attorneys, six support staff, two social workers, and two law fellows, provides direct legal representation to non-citizens seeking asylum, special immigrant juvenile status, VAWA, T and U visas, deferred action for childhood arrivals, and other relief in immigration court. In addition to direct representation, IRP engages in advocacy at the local and national levels, runs a legal orientation project serving detained immigrants, recruits and trains hundreds of pro bono attorneys each year, handles appeals before the Board of Immigration Appeals, Ninth Circuit Court of Appeals, and California Court of Appeal, and conducts impact litigation. For 30 years, IRP has been at the forefront of protecting the rights of immigrants in Los Angeles.

Job Summary: Public Counsel seeks an attorney for its UAC team. The UAC staff attorney will represent UACs in removal proceedings before the Los Angeles Immigration Court. Such representation will include representing children in state court to obtain predicate orders related to SIJS, and representation before USCIS for those children with asylum claims and/or SIJS petitions. The staff attorney will work under the supervision of the UAC supervising staff attorney and handle all aspects of a client's case, including appeals to the California Court of Appeals and Board of Immigration Appeals if necessary.

Essential Job Skills and Abilities Required:

- Juris Doctor degree with California Bar membership
- Fluency in Spanish
- Two years experience practicing immigration law preferred, with particular preference for experience in removal defense and representation of children seeking asylum and/or SIJS (will consider law school clinic experience and internships); prior work experience with children
- Strong case management, legal research and writing skills
- Ability to work well under pressure
- Competence in and dedication to working with others of diverse cultural, geographic, and economic backgrounds including individuals with a history of severe trauma
- Commitment to immigrants' rights and the mission of Public Counsel

Start Date and Compensation: This position is available beginning June 26, 2017. The UAC Staff Attorney is a full-time, exempt position. Salary is commensurate with abilities and experience. Excellent benefits.

Application Deadline: Continuous until position is filled. Candidates encouraged to apply immediately, as we anticipate hiring within weeks of this posting.

To Apply: Please send a cover letter and resume to:

Judy London, Directing Attorney  
Public Counsel  
610 South Ardmore Avenue  
Los Angeles, California 90005  
[Email: irpjob@publiccounsel.org](mailto:irpjob@publiccounsel.org)  
No phone calls please.

Public Counsel is an Equal Opportunity Employer

STAFF ATTORNEY  
COMMISSION ON IMMIGRATION/PROBAR  
HARLINGEN, TEXAS

General Purpose of Job: To give appropriate legal orientation presentations to detainees at the immigration center, complete detainee intakes following presentations and prepare and conduct pro se workshops and orientations. Also recruits, trains, and mentors pro bono attorneys, and directly represents immigrants in their cases before the immigration court.

Education: Doctoral Degree (JD, PhD)

Experience: The immigration project Attorney should have experience working with immigrants as well as a fundamental knowledge of immigration law and immigration court procedures. Must exhibit strong writing skills, excellent communication skills and client interviewing abilities as well as the ability to work under pressure. Must be fluent in Spanish, must have a law degree, and have been admitted to a bar or have taken a bar examination and be waiting for the results by the start date of employment. Travel to area detention facilities housing immigrant detainees multiple times per week.

To apply: Please visit

[https://www.recruitingcenter.net/Clients/abanet/PublicJobs/controller.cfm?jbaction=JobProfile&job\\_id=11895](https://www.recruitingcenter.net/Clients/abanet/PublicJobs/controller.cfm?jbaction=JobProfile&job_id=11895)

The American Bar Association is an Equal Opportunity, Affirmative Action Employer of all protected classes including veterans and individuals with disabilities.

Women, minorities, veterans, and individuals with disabilities are encouraged to apply. In compliance with the ADA Amendments Act (ADAAA), if you have a disability and would like to request an accommodation in order to apply for a position with the American Bar Association please call 312-988-5188.

LEGAL DIRECTOR  
COMMISSION ON IMMIGRATION/PROBAR  
HARLINGEN, TEXAS

Job Summary/General Purpose of Job: Accountable for day-to-day leadership and management of Children's Project Legal Department, including representation and alternate extended legal services offered by Children's Project. Oversee work of Supervising Attorneys – Children's Project – ProBAR.

Principal Duties/Job Responsibilities:

- Reports regularly to Director - Children's Project - ProBAR regarding issues related to provision of legal services to unaccompanied children and develop strategies to address challenges.
- Assists in the recruitment, direction, training and work activities of the department to and through Supervising Attorneys - Children's Project - ProBAR.
- Seeks and develops opportunities for trainings on relevant issue areas to inform work of legal staff and maintain stakeholder relationships to facilitate and promote work of Legal Department.
- Provides coaching, counseling, leadership, performance feedback, and, where appropriate, applies discipline to and through subordinates.
- Ensures compliance with current funding contract(s) and ABA budgets as to provision of representation and alternate extended legal services.
- Performs other related duties as required.

#### Basic Qualifications & Interests:

- Possession of a Juris Doctorate from an ABA accredited law school
- Licensed to practice law and member in good standing of State Bar of Texas.
- At least two years' experience practicing immigration law related to detained child respondents in removal proceedings.
- Written and oral fluency in both English and Spanish.
- At least one year experience supervising a team of employees which must have included goal setting, performance management/feedback/evaluation, and hiring/termination of staff.
- Intermediate proficiency in both the Microsoft Office Suite of products and with Google tools and products.

#### Preferred Qualifications & Interests:

- Prior non-profit experience, particularly involving field work or work in remote locations. Prior volunteer, community, or work experience regarding immigration or detention. Prior work experience with children, particularly from Central America and including Mayan language speaking populations.

To apply: Please visit

[https://www.recruitingcenter.net/Clients/abanet/PublicJobs/controller.cfm?jbaction=JobProfile&job\\_id=11878](https://www.recruitingcenter.net/Clients/abanet/PublicJobs/controller.cfm?jbaction=JobProfile&job_id=11878)

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#### STAFF ATTORNEY PENNSYLVANIA IMMIGRATION RESOURCE CENTER YORK, PENNSYLVANIA

The Pennsylvania Immigration Resource Center (PIRC) is a non-profit agency serving vulnerable immigrants through free legal services, education, and advocacy. PIRC's Immigrant Survivors Project (ISP) offers free victim-centered legal services to immigrant victims of domestic violence, sexual assault, and human trafficking through a mobile law office model of service delivery within a nine-county region of south central Pennsylvania.

Historic York County is a rural community located in the Susquehanna River Valley of South Central Pennsylvania. With its low-cost living, York is also a short drive from Philadelphia, Harrisburg, Baltimore, Washington, D.C., Pittsburgh, and New York City. More information can be found here: <https://yorkcountypa.gov/about-york-county.html>

For immigrants in our community and in detention, the Pennsylvania Immigration Resource Center (PIRC) provides a unique combination of immigration legal services, advocacy, and education that provide protections to the most vulnerable immigrants in Pennsylvania. PIRC is an experienced provider of free, accessible, multilingual immigration services that empower, protect, and transform lives.

The staff at PIRC are its greatest strength. At PIRC, staff work in a collaborative environment that encourages the sharing of ideas and victories, no matter how large or small. PIRC offers a comprehensive benefits package including simple IRA, life insurance, generous paid leave, and flexible policies in a reflection of the organization's commitment to self-care. Members of PIRC are passionate, intelligent, and hardworking individuals all committed to the common cause of providing access to justice for immigrants.

#### Job Purpose and Activities:

- Provide immigration legal assistance and representation to victims of domestic violence, sexual assault, and human trafficking leveraging the protections allowed in law through VAWA, T-Visas, U-Visas, and related forms of relief.
- Provide information to victims about victim rights, victim compensation benefits, and the criminal justice system.
- Refer clients to victim service agencies and other community resources, as needed.
- Conduct outreach through participation in relevant community and stakeholder meetings and through participation in legal clinics as needed; Maintain and cultivate relationships with program partners, governmental agencies, nonprofit providers and other stakeholders.
- Assist in the recruitment and mentoring of pro bono attorneys and law students; provide training opportunities and CLEs, technical assistance, and mentoring to volunteer attorneys.
- Work closely with the ISP Managing Attorney and Executive Director to ensure compliance with contract and grant requirements for PIRC's Programs.
- Other tasks as assigned.

#### Qualifications and Experience:

- Law degree and licensed to practice law before the bar of any state in the U.S. preferred. Experienced BIA Accredited Representatives will also be considered.
- Fluency in Spanish (both written and verbal) required.
- At least one to two years' experience practicing immigration law (experience in VAWA, T-Visas, and U-Visas preferred).
- Prior experience working with survivors of domestic violence or sexual assault preferred.
- Passion for PIRC's mission and demonstrated commitment to immigration issues and public interest law.
- Strong sense of personal initiative and ability to manage multiple tasks without extensive supervision.
- Excellent verbal and written communication skills; excellent legal research and writing skills.
- Ability to travel within multi- county service area to provide services.

Full-time Position; 40 hours per week

Please send a cover letter, resume, three references and a brief writing sample to Elizabeth Miller, Office Manager, [at emiller@pirclaw.org](mailto:emiller@pirclaw.org) or to PIRC, Attn: Office Manager, P.O. Box 20339, York PA 17402.

Applications will be accepted on a rolling basis until July 22, 2017 or until the position is filled. Early submission highly encouraged. The Hiring Committee will begin screening resumes upon receipt.

PIRC is an equal opportunity employer

DETAINED ATTORNEY  
PENNSYLVANIA IMMIGRATION RESOURCE CENTER  
YORK, PENNSYLVANIA

The Pennsylvania Immigration Resource Center (PIRC) is a non-profit agency serving vulnerable immigrants through free legal services, education, and advocacy. PIRC's Immigrant Survivors Project (ISP) offers free victim-centered legal services to immigrant victims of domestic violence, sexual assault, and human trafficking through a mobile law office model of service delivery within a nine-county region of south central Pennsylvania.

Historic York County is a rural community located in the Susquehanna River Valley of South Central Pennsylvania. With its low-cost living, York is also a short drive from Philadelphia, Harrisburg, Baltimore, Washington, D.C., Pittsburgh, and New York City. More information can be found here: <https://yorkcountypa.gov/about-york-county.html>

For immigrants in our community and in detention, the Pennsylvania Immigration Resource Center (PIRC) provides a unique combination of immigration legal services, advocacy, and education that provide protections to the most vulnerable immigrants in Pennsylvania. PIRC is an experienced provider of free, accessible, multilingual immigration services that empower, protect, and transform lives.

The staff at PIRC are its greatest strength. At PIRC, staff work in a collaborative environment that encourages the sharing of ideas and victories, no matter how large or small. PIRC offers a comprehensive benefits package including simple IRA, life insurance, generous paid leave, and flexible policies in a reflection of the organization's commitment to self-care. Members of PIRC are passionate, intelligent, and hardworking individuals all committed to the common cause of providing access to justice for immigrants.

#### Job Purpose and Activities:

- Provide immigration legal assistance and representation to victims of domestic violence, sexual assault, and human trafficking leveraging the protections allowed in law through VAWA, T-Visas, U-Visas, and related forms of relief.
- Provide information to victims about victim rights, victim compensation benefits, and the criminal justice system.
- Refer clients to victim service agencies and other community resources, as needed.
- Conduct outreach through participation in relevant community and stakeholder meetings and through participation in legal clinics as needed; Maintain and cultivate relationships with program partners, governmental agencies, nonprofit providers and other stakeholders.
- Assist in the recruitment and mentoring of pro bono attorneys and law students; provide training opportunities and CLEs, technical assistance, and mentoring to volunteer attorneys.

- Work closely with the ISP Managing Attorney and Executive Director to ensure compliance with contract and grant requirements for PIRC's Programs.
- Other tasks as assigned.

#### Qualifications and Experience:

- Law degree and licensed to practice law before the bar of any state in the U.S. preferred. Experienced BIA Accredited Representatives will also be considered.
- Fluency in Spanish (both written and verbal) required.
- At least one to two years' experience practicing immigration law (experience in VAWA, T-Visas, and U-Visas preferred).
- Prior experience working with survivors of domestic violence or sexual assault preferred.
- Passion for PIRC's mission and demonstrated commitment to immigration issues and public interest law.
- Strong sense of personal initiative and ability to manage multiple tasks without extensive supervision.
- Excellent verbal and written communication skills; excellent legal research and writing skills.
- Ability to travel within multi- county service area to provide services.

Full-time Position; 40 hours per week

Please send a cover letter, resume, three references and a brief writing sample to Elizabeth Miller, Office Manager, [at emiller@pirclaw.org](mailto:emiller@pirclaw.org) or to PIRC, Attn: Office Manager, P.O. Box 20339, York PA 17402.

Applications will be accepted on a rolling basis until July 22, 2017 or until the position is filled. Early submission highly encouraged. The Hiring Committee will begin screening resumes upon receipt.

PIRC is an equal opportunity employer.

#### DEPORTATION DEFENSE STAFF ATTORNEY LATIN AMERICAN COALITION CHARLOTTE, NORTH CAROLINA

Join our progressive, multicultural, passionate team of professionals! The Latin American Coalition is seeking a bilingual Deportation Defense Staff Attorney to join the Immigrant Integration Center (IIC)'s NC Immigrant Defense Project.

The NC-IDP provides pro bono and low bono legal representation to immigrants arrested & detained by ICE in North Carolina, as well as community based advocacy to defend and support families who are being torn apart by an aggressive deportation machine that targets those who are most vulnerable in our community.

The Latin American Coalition is a community of Latin Americans, immigrants, and allies that promotes full and equal participation of all people in the civic, economic and cultural life of North Carolina through education, celebration and advocacy.

#### Qualifications & Skills:

- J.D. and membership in good standing in the bar of any state and/or the District of Columbia. NC bar admission preferred but not required;
- A passion for the mission and vision of the Latin American Coalition;
- Commitment to collaborative teamwork to achieve common goals;
- Excellent analytical, written, and oral communication skills;

- Fluency speaking, reading and writing in Spanish and English required;
- The ability to manage multiple projects simultaneously and the ability to prioritize effectively;
- Ability to work with a variety of audiences including: immigrant families, pro bono attorneys, nonprofit service providers and others;
- Ability to work under pressure to meet deadlines; self-directed and ability to work autonomously;
- Experience with immigration law and removal defense highly preferred, but not required.

#### Essential Responsibilities:

- Evaluate potential cases for viability of representation by the Project; including identify eligibility for any defense against removal, eligibility for release through bond, parole, habeas or other lawful mechanisms, and potential litigation and other advocacy involving issues such as law enforcement misconduct during enforcement actions and conditions of confinement;
- Based on project case selection criteria, thoroughly screens intakes to determine which cases the Project will take;
- Provide legal advice and representation to Project clients.
- Help develop legal strategies to address regional- and immigration court-centered issues such as access to courts and counsel and due process violations;
- With the IIC Director, work to recruit and train pro bono attorneys to represent clients in bond and merits proceedings through the Project, and oversee attorney volunteer management

#### Latin American Coalition Team Member:

- Contribute to the organization's mission and vision
- Participate in organization-wide activities like the Latin American Festival, and a Night in Rio

#### Benefits:

- Starting salary \$40,000 commensurate with experience
- Paid time off (PTO)
- Medical and dental insurance

#### Apply:

- Position is open until filled;
- Please send resume, references, and cover letter to [aburrola@latinamericancoalition.org](mailto:aburrola@latinamericancoalition.org) with Deportation Defense Staff Attorney in the subject line.

The Latin American Coalition is an equal opportunity employer. People of color, LGBTQ people, immigrants, women and people who are differently-abled are strongly encouraged to apply.

MANAGING ATTORNEY  
IMMIGRATION LEGAL SERVICES  
MEMORIAL ASSISTANCE MINISTRIES  
HOUSTON, TEXAS

Department Description: Memorial Assistance Ministries ("MAM") initiated the Immigration Legal Services Program in 2013 in response to the community need for accurate, accessible, timely and trustworthy information and immigration legal services for people in our community.

Family Education Programs at MAM work to affect positive change in the knowledge, skills, behaviors and experiences of the people who come to us for help in order for them to become skilled,



knowledgeable, self-sufficient and resilient. Programs include: Immigration Legal Services, Employment Services, Mental Health Counseling, English as a Second Language, Citizenship Preparation, Financial Education and Coaching and Client Advocacy.

Job Summary: The Managing Attorney is responsible for management of the Immigration Legal Services Program at MAM.

Responsibilities include:

- Recruits, screens, hires, trains, manages, supervises, mentors, supports, and evaluates the work and performance of the staff attorney, legal caseworker, volunteers and law school interns;
- Develops criteria, process and procedures for case assignments, work load, work flow, and schedules;
- Conducts consultations, prepares applications, and represent clients before USCIS, the Immigration Court, and the Board of Immigration Appeals;
- Conducts legal research and writing, including correspondence, briefs, motions, cover letters, and memoranda of law;
- Reviews current case law and regulatory changes, consult with clients and staff about such changes, attend immigration-related conferences, meetings, and trainings as needed;
- Performs case management tasks, including calendar and file notes, client database entries and updates, correspondence, and case service statistics;
- Participates in weekly client orientation programs and agency community education and outreach efforts (Spanish and English), as they relate to issues of immigration law, and provide information to prospective clients;
- Ensures that all files, data and records are properly entered and maintained;
- Produces or assists with production of a variety of reports for MAM, funders, community organizations and others as needed;
- Assists with fundraising/grant writing with the provision of information, demographics, aggregate program data, etc. to ensure adequate funding for the program;
- Oversees the contract and billing process for client of immigration legal services to ensure that fees are collected and recorded properly and in a timely manner;
- Develops, implements and monitors record keeping policies, procedures and standards that ensure that all client information is protected from unauthorized or unintended release;

Duties include:

- Asks questions that will help clients identify their primary needs and goals regarding immigration
- Meets individually with each staff member to review assignments, progress, upcoming priorities, training needs, supervision, etc.
- Assists in training staff in legal and regulatory changes, and participating in HILSC (coalition) activities
- Develops and implements strategic goals for the legal immigration services program at MAM
- Attends monthly staff meetings
- Attends and participates in professional development activities
- All other duties as assigned

Qualifications:

- Must have Doctor of Jurisprudence (J.D.) degree
- Must be licensed to practice law in at least one state in the U.S. and be an attorney in good standing
- Four to six years in immigration law experience with an emphasis on family-based immigration and removal casework
- Two years' experience in litigation and client advocacy
- At least two years' experience supervising paid staff

- English fluency (read, write, speak and understand)
- Spanish fluency (read, write, speak and understand)
- Demonstrated legal research and writing skills
- Exceptional interpersonal skills, both written and verbal
- Demonstrated ability to work with people from all walks of life and treat them with dignity and respect, to listen empathetically and provide options for relief. Proficient in Microsoft Office, email, Internet, database, etc.
- Demonstrated community outreach and public speaking skills
- Strong organizational skills and the ability to manage significant caseload, deadlines, and other tasks simultaneously
- Flexibility to occasionally work in the evening and/or on weekends in order to accommodate the scheduling needs of clients and/or to support or attend events on behalf of MAM
- Commitment to the MAM mission\*

Physical Demands:

- Regularly required to talk or hear
- Regularly is required to stand, walk, sit, use keyboard, handle or feel objects, tools, or controls; and reach with hands and arms
- Required to have the ability to lift and/or move up to 25 pounds
- Required to remain at their work station for prolonged periods of time

The physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Working Conditions/ Work Environment:

- Primary work location is a climate-controlled indoor office environment
- Flexibility for travel related to job requirements.
- Provide own reliable transportation with proof of valid driver's license and TX minimum requirements of auto insurance.

To apply: To apply for this position, please send the following to Matthew Cox, Vice President of Family Education Programs, [mcox@maministries.org](mailto:mcox@maministries.org)

- a cover letter
- copy of your resume
- three professional references
- salary expectations

MAM Mission: To assure that families have the means to meet their basic needs.

STAFF ATTORNEY  
BOAT PEOPLE SOS-HOUSTON, INC.  
HOUSTON, TEXAS

Boat People SOS-Houston, Inc. (BPSOS-Houston), is a 501c3 community based organization and an affiliate of Boat People SOS, Inc., a national Vietnamese-American community-based organization with 5 branch offices nationwide, seeks a full-time attorney to support and expand its Victims of Exploitation and Trafficking Assistance (VETA), Community Against Domestic Violence (CADV), and Legal Services Center Programs (LSC).

Reports to: Legal Services Manager

Salary: Negotiable, depending on experience and qualifications, plus benefits. This position is eligible to apply for TAJF Loan Repayment Assistance Program.

Responsibilities:

- Providing legal representation and advocacy for Vietnamese survivors of crime as well as training and technical assistance for service providers and referrals in matters including immigration, employment, family law, and civil rights;
- Recruit, train and mentor pro bono attorneys, volunteers and local service providers assisting human trafficking and domestic violence survivors;
- Collaborate with other local, regional, and national providers to strengthen a coalition of service providers and law enforcement engaged in the issue of human trafficking and domestic violence;
- Conduct community outreach and education on legal remedies available to trafficking and domestic violence survivors and to the Vietnamese community regarding legal options; and
- Provide legal representation to immigrants and refugees on immigration issues including family-based immigration, asylum, adjustment, naturalization, cancellation of removal, disability waivers for torture survivors, and other avenues of relief.

Goals:

- Clients receive effective, quality service in a timely, professional manner;
- BPSOS-Houston is well-represented among public and private agencies; and
- Collaborative networks are strengthened and improved to form a seamless network of services for survivors.

Requirements:

- Juris Doctor from an accredited law school;
- Admitted to practice law in Texas;
- Experience in immigration and/or family law;
- Experience in working with victims of trauma (domestic violence, family violence, sexual assault or human trafficking);
- Outreach and training experience;
- English and Vietnamese fluency preferred; and
- Bicultural background preferred.

To apply: Send cover letter, resume, writing sample (in English), and list of three professional references to

Human Resources: [trish.nguyen@bpsos.org](mailto:trish.nguyen@bpsos.org)

BPSOS is an equal opportunity employer.

SUPERVISING ATTORNEY  
PRO BONO PROGRAMSD  
KIDS IN NEED OF DEFENSE  
HOUSTON, TEXAS

Background: Kids in Need of Defense (KIND) is an innovative partnership among the Microsoft Corporation, Angelina Jolie and other interested philanthropists, law firms and corporate supporters. As the leading national organization that works to ensure that no refugee or immigrant child faces immigration court alone, KIND is dedicated to providing pro bono representation as well as positive

systemic change in both law and policy to improve the protection of unaccompanied immigrant and refugee children. KIND also assists children who are returning to their home countries through deportation or voluntary departure to do so safely and to reintegrate into their home communities. In addition, we work to ensure the voices of these children are heard and we help them become their own advocates. Launched in fall 2008, KIND is headquartered in Washington, DC and has 10 field offices across the United States.

Responsibilities: KIND seeks a Supervising Attorney for Pro Bono Programs to manage and oversee the provision of pro bono and direct legal representation to unaccompanied children through KIND's network of major law firms and corporate partners in Houston. This includes supervising the work and staff of KIND's office in Houston; serving as a regional focal point in striving to implement KIND's vision of ensuring that no child appear in immigration court alone; promoting volunteer support through outreach to and cultivation of relationships with local law firms, corporate legal departments, and other possible sources of pro bono representation; and serving as the primary liaison between KIND's headquarters and its office in Houston.

The Supervising Attorney will have the following responsibilities:

- Supervise KIND legal and program staff in Houston in close consultation with KIND's Co-Director of Legal Services and other Headquarters staff;
- Assist in the development of aggressive strategies to increase pro bono representation of unaccompanied immigrant children;
- With staff in Houston, manage online referrals for case acceptance in accordance with KIND policies and in consultation with Co-Director; and determine which cases are to be represented in-house and/or placed with pro bono counsel;
- Recruit, train, and provide hands-on mentorship to volunteer attorneys representing unaccompanied children in immigration matters;
- Assist in developing and managing KIND relationships with law firms and corporate counsel;
- Supervise and mentor in-house direct representation attorneys and ensure compliance with universal representation;
- Supervise the Social Services Coordinator in coordination with KIND's Deputy Director of Legal Services.
- Participate in consultation with KIND's Development team in identifying local funding opportunities and complying with application and reporting timelines.
- Coordinate day to day office management and administration including ensuring data integrity
- Other duties as necessary.

Qualifications for the Ideal Candidate:

- A licensed attorney, preferably in Texas;
- At least four to eight years' experience practicing immigration, which should include preparing and representing immigrants and asylum seekers before immigration authorities, or substantially equivalent experience;
- Prior supervisory experience;
- Experience working in a family law is a plus;
- Experience working with children, preferably immigrant and refugee children, or experience working with survivors of abuse, human trafficking, or other trauma;
- A strong record of cultural competence and cross-cultural communication skills;
- Excellent writing and public speaking/training skills;
- Fluency in Spanish preferred;
- An understanding of the private law firm and corporate pro bono culture and the ability to be a well-respected and effective representative of the program to all stakeholders; and
- Ability to work collaboratively and to handle multiple demands in a busy work environment.

To Apply: Applications, including a cover letter, resume, salary range requirements, writing sample, and three references, should be submitted online at: <https://supportkind.org/jobs/>. Applications that do not contain all of the above-listed required materials will not be considered. Applications will be considered on a rolling basis until the position is filled, and applicants selected for interviews will be duly notified. Please no inquiries or phone calls.

The selected applicant will be asked to undergo a background check before acceptance of the final offer.

KIND is an EOE committed to inclusive hiring and dedicated to diversity in both its staff and work.

SENIOR DIRECTOR  
IMMIGRATION SERVICES  
YMCA OF GREATER HOUSTON  
HOUSTON, TEXAS

Position Summary: Oversees the development and operations of various programs with budgets totaling in excess of \$1M (Fee Based Immigration Services, Citizenship, Victims of Crime, Legal Orientation Program, Juvenile Legal Services and National Qualified Representative Program and Pro Bono Asylum Project). Recruits, trains and supports assigned staff. Provides liaison to Program Committee and advisory board.

Essential Functions:

- Develops, implements, and manages operating plans to promote assigned programs and/or growth for the YMCA. Executes strategies to ensure that program participants and staff connect with one another and connect with the YMCA.
- Develops and controls department budgets related to the division.
- Hires, trains, and supervises staff and volunteers in assigned areas. Facilitates communication and provides leadership.
- Provides direct representation and mentoring of staff attorneys in complex immigration cases.
- Provides leadership and support to the annual fundraising campaign and committees/boards as assigned. Develops and maintains effective working relationships within the community.
- Assures compliance with state and local regulations. Ensures that program standards are met and safety procedures are followed.
- Prepares and submits grant applications, renewals, and financial reports as per contract.
- Ensures high quality programs through innovative program development, evaluations and ongoing training of staff.
- Coordinates special events and activities.
- Provides data and reports as required for assigned programs.
- Supports and adheres to the policies and procedures as set forth by YMCA of Greater Houston.

YMCA Competencies (Multi-Team or Branch Leader):

Mission Advancement: Reinforces the Y's values within the organization and the community. Effectively communicates the benefits and impact of the YMCA's efforts for all stakeholders. Implements effective systems to develop volunteers at program, fundraising, and policy leadership levels. Secures resources and support for all philanthropic endeavors.

Collaboration: Develops strategies to ensure staff and volunteers reflect the community. Builds and nurtures strategic relationships to enhance support for the YMCA. Serves as a community leader building collaborations based on trust and credibility to advance YMCA mission and goals.

Communicates for influence to attain buy-in and support of goals. Provides tools and resources for the development of others.

Operational Effectiveness: Integrates multiple thinking processes to make decisions. Involves staff, program participants and community in the development of programs and activities. Ensures execution of plans. Institutes sound accounting procedures, investment policies and financial controls. Assigns clear accountability and ensures continuous improvement.

Personal Growth: Fosters a learning environment embracing diverse abilities and approaches. Creates a sense of urgency and positive tension to support change. Anticipates challenges that can sidetrack or derail growth and personal learning. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

Requirements/Qualifications:

- Bachelor's degree in human services, social services, and/or business.
- Juris Doctorate and hold a Texas law license.
- Four or more years of program management experience, preferably in not-for-profit agency.
- Five or more years of immigration law experience, preferably in a not-for-profit. Immigration law experience should include all areas with an emphasis on asylum, refugee issues, removal and appeals.
- Ability to direct programs through supervision of volunteers, pro bono attorneys and staff, development and monitoring of budgets, marketing and public relations, program development and fund-raising.
- Prefer knowledge of, and previous experience with, diverse populations.
- Ability to establish and maintain collaborations with community organizations including legal service providers.
- YMCA Team Leader or Multi-team/Branch Leader certification (required within one year after hire).

To Apply:

[https://wfa.kronostm.com/index.jsp?locale=en\\_US&applicationName=YMCAofHoustonKTMDReqExt&SEQ=jobDetails&POSTING\\_ID=77358812906](https://wfa.kronostm.com/index.jsp?locale=en_US&applicationName=YMCAofHoustonKTMDReqExt&SEQ=jobDetails&POSTING_ID=77358812906)

SUPERVISING ATTORNEY  
CATHOLIC CHARITIES OF THE ARCHDIOCESE  
GALVESTON-HOUSTON, TEXAS

Description: The St. Frances Cabrini Center for Immigrant Legal Assistance team at Catholic Charities is seeking a Supervising Attorney to supervise the unaccompanied children released project and to represent unaccompanied children in removal proceedings.

The candidate that fills this position will be responsible for:

- Supervising the unaccompanied children released project
- Providing direct legal representation to Unaccompanied Children (UC) previously in HHS/Office of Refugee Resettlement (ORR) care and custody throughout the Greater Houston-Galveston area, including ten counties within the service area of Catholic Charities;
- Providing legal services to those seeking: special immigrant juvenile status, asylum, family-based petitions, voluntary departure, orders of removal and other forms of immigration relief before the Houston Immigration Court;
- Assessing eligibility for immigration benefits;

- Performing client intake interviews and consultations;
- Tracking statistical data for grant reporting purposes, reporting on case outcomes; and
- Performing on and off-site community outreach.

Requirements:

- Law degree;
- Supervisory experience
- At least two years of immigration law experience
- Admitted to practice in Texas and be an attorney in good standing;
- Proficiency in MS Office
- Proficiency in English and Spanish (speak, write and read); (required)
- Reliable transportation, valid TDL, and evidence of insurability.

To Apply: Click below

[Apply for this Position](#)

Catholic Charities of the Archdiocese of Galveston is an equal opportunity employer. We evaluate qualified applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status, and other legally protected characteristics. If you need a reasonable accommodation because of a disability for any part of the employment process, please send an e-mail to [hrrecruiting@catholiccharities.org](mailto:hrrecruiting@catholiccharities.org) or call 713-526-4611 ext. 6597 and let us know the nature of your request and your contact information.

STAFF ATTORNEY  
UNACCOMPANIED CHILDREN PROGRAM  
LEGAL SERVICES OF NEW JERSEY  
EDISON, NEW JERSEY

Legal Services of New Jersey, an Edison-based non-profit that provides free civil legal assistance to low income New Jerseyans, has an immediate opening for an experienced attorney to provide legal orientations and representation to unaccompanied children. This position requires regular travel to the Office of Refugee Resettlement shelter in Camden, New Jersey, and some travel to the immigration court in Newark, New Jersey. Spanish fluency is required. The best candidates will have experience with immigration practice and other law affecting low-income people.

In order to be considered, please submit a cover letter and resume detailing previous experience with each of the identified required and valued areas, along with states and dates of bar admissions and clearly stated salary requirements. Also please include three recent legal writing samples. EOE. Send all information to [jobs@lsnj.org](mailto:jobs@lsnj.org) <<mailto:jobs@lsnj.org>>.

Please visit [www.wclawyers.org](http://www.wclawyers.org) to learn more about  
Washington Council of Lawyers, and to register for upcoming programs.  
We hope to see you soon!