



LAWYERS' COMMITTEE FOR
CIVIL RIGHTS
OF THE SAN FRANCISCO BAY AREA

**Equal Justice Works/justice AmeriCorps
Legal Fellowship Opportunity
to Represent Unaccompanied Immigrant Children**

Agency Description: Lawyers' Committee for Civil Rights of the San Francisco Bay Area is a nonprofit civil rights and social justice organization that works to advance and protect the rights of people of color, low-income persons, immigrants, and refugees through direct services, impact litigation, and policy advocacy.

Position Summary: The Equal Justice Works/justice AmeriCorps Legal Fellow will work full-time at the Lawyers' Committee for Civil Rights of the San Francisco Bay Area and will be responsible for providing full-scope direct representation to unaccompanied immigrant children in Immigration Court proceedings and related proceedings before U.S. Citizenship & Immigration Services and in State Court. The term of the fellowship is one year, with the possibility of renewal.

Responsibilities and Duties:

- *Provide direct representation to children in removal proceedings. Appear for and represent clients in Immigration Court and pertinent USCIS and State Court proceedings. Adhere to a "universal representation" model of representation, and pursue all available defenses and permissible avenues of protection or other relief for unaccompanied children who are under the age of 16 when their Notice to Appear is filed with the Immigration Court.
- *Manage full caseload, including identifying, tracking, and meeting all individual case deadlines, maintaining complete, accurate, well-organized, and up-to-date confidential case files, and communicating regularly with clients.
- *Facilitate pro bono representation through recruitment, mentorship, training, and related support.
- *Maintain communication and coordinate with EOIR and partner organizations and agencies to ensure regular intake of eligible clients and provide appropriate referrals.
- *Participate in all required and otherwise appropriate trainings and regular supervision and administrative/staff meetings.
- *Assume general administrative responsibilities, including grant compliance, timekeeping and case management and other tasks related to AmeriCorps and Equal Justice Works program compliance.

Qualifications:

- Must be fully bilingual in English and Spanish.
- J.D. and admission to a state bar required. Admission to practice in California is strongly preferred.
- Experience working with children and immigrants strongly preferred.
- Experience or training in immigration law strongly preferred, particularly in the areas of asylum, Special Immigrant Juvenile Status, T- and U-Visas, and/or removal defense.
- Demonstrated commitment to protecting and advancing the rights of immigrants and children.
- Excellent organizational, communication, analytical, writing, and editing skills; strong attention to detail.
- Ability to relate to and communicate respectfully and effectively with a broad range of clients (especially those who are children), colleagues, and partners in the legal community.

- Ability to manage and prioritize workflow independently, and to keep independent track of and manage a demanding caseload and related deadlines.
- Comfortable using Microsoft Word, Excel, Powerpoint, Salesforce, and various modes of electronic communication and data management.
- Ability to work as a member of a team and independently and to set and carry out objectives with minimal supervision.
- Ability to think strategically and creatively, solve problems, exercise initiative and judgment, and manage multiple tasks/projects and sensitive information while also being able to determine when an issue may require supervisor attention.
- Values working cooperatively with others, both within the organization and in the community.
- Impeccable integrity, judgment and discretion.
- Knowledge of and commitment to the mission and goals of the Lawyers' Committee along with enthusiasm and a willingness to accept responsibility and fulfill the requirements of the position.

This position requires completion of NSOPW, state, and FBI Fingerprint, criminal background checks, as well as compliance with all CNCS Federal Regulations throughout the fellowship program. This position is contingent on eligibility determined by the results of the criminal history checks.

AmeriCorps Fellowship Living Allowance:

* Living allowance of \$24,200;

* Supplemental benefits for housing, student loans, professional dues, relocation expenses and other allowable expenses, up to but not to exceed \$16,800.

(Total of allowance and reimbursed expenses is \$41,000 per year.)

Other Benefits and Professional Opportunities:

Standard fellowship benefits:

- Eligibility to place all qualified student loans into forbearance and receive an interest accrual payment at the end of service;
- \$5,730 education award on successful completion of service;
- Student loan forbearance during service and interest accrual payment for eligible loans upon successful completion of service;
- Opportunity to attend a national training program to develop leadership skills, learn effective practices to accomplish Fellowship projects and meet colleagues from across the country, and
- Child care assistance (if income eligible).

In addition to the foregoing standard fellowship benefits, Lawyers' Committee will also provide a generous benefits package.

Application Process: Please submit a cover letter, résumé, brief writing sample, and list of three references; if a recent law school graduate, please include a law school transcript (an unofficial copy is fine). Send complete application to the attention of: Silvia Contreras, Immigrant Justice Program, Lawyers' Committee for Civil Rights of the San Francisco Bay Area. Submission via email to scontreras@lccr.com, with the subject line of "EJW/jAC Fellowship," is preferred, but applications may alternatively be mailed to 131 Steuart Street, Suite 400, San Francisco, CA 94105. Applications will be reviewed on a rolling basis; position to start as soon as possible.

Lawyers' Committee for Civil Rights of the San Francisco Bay Area is an affirmative action/equal opportunity employer. People of color, LGBTQ individuals, women, persons with disabilities, veterans, and people over 55 are encouraged to apply.