



## **Job Announcement – Staff Attorney I—Unaccompanied Minors**

### **General Summary:**

Under the supervision of the Immigration Legal Services Division Director, the Staff Attorney will provide immigration legal representation in a high-volume varied immigration legal practice, which includes family based petitions, motions, waivers, TPS, Asylum, NACARA, VAWA, U Visas, T Visas, Naturalization, Special Immigrant Juvenile Status, and other related services in a high volume setting. Responsibilities include representing immigrants for all available remedies in immigration court, and coordinating with other staff attorneys. The Staff Attorney may also supervise volunteer attorneys and paralegals, case managers, and clerical staff.

### **Essential Functions of the Job:**

- Provide legal representation to qualified clients of the unit, unaccompanied minors and other disadvantaged groups.
- Represent immigrants in immigration court with asylum, cancellation, adjustment of status or any other applicable remedy.
- May represent minors in probate court, dependency court or family court to obtain predicate orders supporting SIJS.
- Under supervision of the Directing Attorney, may supervise receptionist or other clerical staff as assigned.
- Provide in-office consultation for clients including asylum, U-visa, T-visa, VAWA, SIJS, detention and removal relief and any other applicable relief.
- Prepare and file supporting documentation for court cases.
- Research and write motions and briefs related to court cases, including legal research and writing for asylum cases.
- Maintain client databases, case notes, and files for caseload as determined with the Division Director.
- Conduct community outreach to clients regarding available remedies under the Immigration Law.
- Keep accurate records and maintains confidentiality.
- Performs other duties assigned by the Division Director.

### **Job Requirements:**

- Juris Doctor Degree required and membership in California State bar. We will consider exceptional candidates waiting for bar results.
- Bilingual fluency in both English and Spanish.
- Prior knowledge of immigration law, or relevant experience in immigration or family law.
- Strong case management, legal research and legal writing skills.
- Experience in non-profit environment preferred.

- Demonstrated commitment and experience in public interest law.
- Passion for social justice for immigrants required.
- Bilingual fluency in English and Spanish, or other needed languages.

## **Salary Range:**

The salary range for the Staff Attorney I position is \$53,000-65,000/year.

## **Benefits Package:**

We offer an excellent benefit package, which includes Medical, Dental, Vision, Basic Life and AD&D, Voluntary Life, Accident and Critical Illness insurance options along with a generous Paid Time Off program, 10 Paid Holidays and a 401 (k) retirement plan with a generous Safe Harbor Match and an annual profit sharing contribution (vesting applies).

## **Physical Demands:**

The physical demands required by an employee to perform the essential functions of this job include:

- Intermittent or sometimes continuous sitting, walking, standing, bending, squatting, climbing, kneeling and twisting.
- Daily keyboarding and use of computer for a minimum of four hours.
- Must be able to grasp, push, pull objects such as files, file cabinet drawers, and reach overhead.
- Must be able to lift up to 20 lbs.

## **Application Information:**

International Institute of Los Angeles (IILA) is an equal opportunity employer. All applicants are required to complete an IILA employment application found on our website at [www.iilosangeles.org](http://www.iilosangeles.org).

Send resume and application to:

Veronica Leon  
International Institute of Los Angeles  
3845 Selig Place  
Los Angeles, CA 90031  
(323) 224-3800  
vleon@iilosangeles.org