



CHIRLA

Coalition for Humane
Immigrant Rights

JOB POSTING

JOB TITLE: Legal Fellow

SALARY RANGE: \$23.00 - \$26.00/hr.

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

FLSA Classification: Non-Exempt/Hourly, full-time, regular

REPORTS TO: Managing Attorney

START: Immediately

LOCATION: Multiple Branch Offices Available

The Coalition for Humane Immigrant Rights (CHIRLA) is a nonprofit organization founded in 1986. CHIRLA is a California leader with national impact made of diverse immigrant families and individuals who act as agents of social change to achieve a world with freedom of mobility, full human rights, and true participatory democracy. CHIRLA organizes and serves individuals, institutions and coalitions to build power, transform public opinions, and change policies to achieve full human, civil and labor rights. Guided by power, love and vision of our community, CHIRLA embraces and drives progressive social change.

POSITION SUMMARY:

CHIRLA's Legal Services Department provides high quality legal services to low-income immigrant communities. The Legal Fellow will assist Staff Attorneys and DOJ Accredited Representatives prepare their cases and filings for all types of immigration cases. Legal Fellow will assist with client and case management as needed. Legal Fellow will carry a case load under attorney supervision and will assist with immigration clinics including weekends and evenings. Legal Fellow will assist in Triage (in person consultation intake system) which requires 7 AM - 3 PM work schedule and alternating Saturday mornings 7 AM- 11 AM. This position requires a high-level energy, integrity and confidentiality.

RESPONSIBILITIES AND DUTIES:

- Manage and maintain Deferred Action for Childhood Arrivals (DACA) and Naturalization caseload including, but not limited to, legal research and client assistance
- Assist clients in their immigration case from intake to adjudication under attorney supervision
- Assist the Attorney(s) in screening potential non-citizens for all potential immigration relief.
- Assist the Attorney(s) on the daily delivery of legal services and case management
- Assist in preparing for clinics and Triage as schedule on Tuesday, Thursdays and Saturdays
- Attend legal context trainings to become familiar in legal services the organization provides
- Prepare for DOJ accreditation
- Collect client data for grant reporting purposes
- Provide overall office support, as requested by Attorney(s)
- Other duties and responsibilities as necessary

SKILLS AND QUALIFICATIONS:

- Bachelor's degree or related field experience
- A high level of integrity and the ability to maintain confidentiality
- Ability to have positive working relationships with staff, members and allies
- Ability to work effectively under pressure with last minute deadlines
- Ability to work in a team as well as lead a team
- Demonstrated commitment to public service
- General knowledge of immigration law
- Highly self-motivated, creative, takes initiative, ability to learn quickly, flexible and able to work as part of an interdisciplinary team of advocates
- Must be flexible to work early morning, evenings and Saturdays during clinical/consultations times as needed
- Must be able to work efficiently and manage multiple projects at once, which may be at different stages of design and execution
- Spanish fluency is required as the job requires extensive legal counseling and representation in the Spanish language
- Strong commitment to CHIRLA's mission of empowering low-income community groups
- Strong interpersonal skills, including the ability to successfully relate to community residents
- Support CHIRLA's fundraising goals including annual fundraising drive and GALA activities

To apply, send resume and cover letter to: jobs@chirla.org
Subject Line should read: **Legal Fellow**