

**Job Description - Staff Attorney I I**

**General Summary:**

IILA has a proud heritage in defending the rights of immigrants and immigration legal services have been part of our mission since our founding in 1914. We have participated in virtually every refugee and immigration program of the modern era, including the Silva Letter, Cuban Adjustment, NACARA, dreamers/DACA, and numerous other cases. In 2016, we were proud to join in an Amicus brief filing in the important and successful case of Santos M. regarding SIJS issues in California Courts.

We are seeking a Staff Attorney to join our tight-knit, dynamic, hardworking, passionate and committed Immigration Legal Services team. The right candidate will value collaboration and will also have the ability to work independently. S/he will also be passionate about social justice for immigrants.

The Staff Attorney will work under the supervision of the Directing Attorney and will provide immigration legal representation in a high-volume varied setting, which includes: family-based petitions and adjustments of status, applications for DACA, TPS, Affirmative Asylum, U Visas, T Visas, Naturalization, Special Immigrant Juvenile Status (SIJS), and other related services. The Staff Attorney may also supervise 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.
* Assist eligible individuals apply for family petitions, green cards, DACA, TPS, U or T Visas, affirmative asylums, citizenships, and other applicable forms of relief
* Provide legal representation to IILA’s Afghan clients through our Afghan Legal Representation Project as needed
* Represent minors in probate court, dependency court or family court to obtain predicate orders supporting SIJS
* Attend asylum interviews with clients for affirmative asylum applications before the United States Citizenship and Immigration Services (“USCIS”) Los Angeles asylum office
* Perform initial intake for immigration services and assess immigration status and applicable legal remedies for clients.
* Conduct community outreach for immigration services, including workshops and group presentations (*charlas*)
* Under supervision of the Directing Attorney, will supervise other clerical staff also assisting with affirmative petitions
* Maintain accurate immigration records and reviewing all files periodically to ensure timely applications, submissions and follow up on all communications regarding filed petitions.
* Ensure compliance with case file management and with grant requirements
* Provide appropriate bilingual and bicultural supportive services; linkage to community resources, outreach and assistance to the applicant in the utilization of those resources.
* Perform other duties as assigned by the division director and managing attorney

**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 preferred
* 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
* Ability to accept and value diversity in a multi-lingual and cross-cultural environment
* Follow through on all duties and tasks assigned

**Physical Demands:**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

* 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

**Salary Range:**

The salary for the Staff Attorney position begins at $65,000, DOE.

**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). We also work a standard 37.50-hour work week**.**

**Job Site Location:**

3845 Selig Pl. Los Angeles, CA 90031

**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 web site at [www.iilosangeles.org](http://www.iilosangeles.org)

Send resume and cover letter, to:

Veronica Leon

International Institute of Los Angeles

3845 Selig Place

Los Angeles, CA 90031

(323) 224-3800

vleon@iilosangeles.org

**About IILA:**

The International Institute of Los Angeles was founded in Boyle Heights in 1914 by the YWCA to support immigrant women arriving from Europe and East Asia make a successful transition to living and working in their new country. Formally incorporated in 1935, IILA has always been an advocate for the fair treatment of refugees and displaced people, including opposing the unjust treatment of Japanese Americans in World War II. Among those we have assisted over the decades include Soviet dissidents, youth fleeing violence in Central America, Vietnamese and Hmong refugees, and, currently, Afghan refugees and asylum seekers.

IILA’s mission is to help families become self-sufficient and to promote cross cultural understanding. IILA serves thousands of families and children every year through its nine State funded pre-schools, network of childcare providers, nutrition program for children, immigration legal services, refugee resettlement program, case management services for unaccompanied minors and survivors of human trafficking, and other services.

To learn more about us, please visit our website at [www.iilosangeles.org](http://www.iilosangeles.org)