



Staff Attorney

Immigration Legal Services (ILS)

About the Organization

Canal Alliance is a nonprofit champion of immigrants who are challenged by a lack of resources and an unfamiliar environment. Every day, we educate, empower, support, and partner with motivated immigrants to best meet all their unique needs—from putting food on the table, to becoming American citizens, to learning English, to graduating from college.

Position Summary

The staff attorney will represent children and youth in immigration matters, including Immigration Court proceedings, and applications before U.S. Citizenship & Immigration Services (USCIS). The staff attorney will work in a collaborative and trauma informed environment and strive for high quality service. This is a full-time, exempt position. The staff attorney reports to the Managing Attorney.

Essential Functions

- Provide eligibility assessment, full representation, and/or legal advice to children and youth living primarily in Marin County, primarily SIJS, asylum, T & U visa cases and DACA.
- Represent children in immigration matters, including Immigration Court proceedings and before U.S. Citizenship & Immigration Services (USCIS).
- Comply with ILS policies, procedures, and best practices including entering data into our case management software (LawLogix), collecting fees, executing contracts with clients, and filing applications in a timely manner.
- Compile client data for reporting requirements.
- Participate in regular peer review meetings and attend immigration legal trainings as needed.
- Participate in other team and agency meetings.

Other Responsibilities

- Other duties and special projects as assigned by supervisor

Education and Experience

- J.D. or LL.M
- Minimum of 2-3 years of experience in immigration law.

Qualifications- Skills, Knowledge

- Bilingual – English and Spanish fluency (**required**)
- Current Bar Membership in good standing.

91 Larkspur Street
San Rafael, CA 94901
415.454.2640

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- Excellent Outlook and Microsoft Office skills.
- Excellent organizational and interviewing skills and ability to meet deadlines.
- Commitment to serving immigrants and sensitivity to the needs of low-income, vulnerable clients.
- Experience working with LawLogix or other legal case management software.
- Strong verbal communication and expert writing skills

Compensation

This is a full-time, exempt position with benefits. We offer a competitive salary with a benefits package that includes 3 weeks paid vacation a year, 12 days of sick leave a year and 100% paid employee medical & dental insurance as well as long term disability and an employee assistance program. In addition, there are 16 paid holidays annually, a 403(b)-retirement plan and a Flex cafeteria plan.

Canal Alliance Equity and Inclusion Statement

Canal Alliance actively promotes and recognizes principles of fairness, equity, and social justice in relation to, and across, intersections of race, age, color, national origin, ethnicity, citizenship, sex, sexual orientation, gender identity, gender expression, religion, disability, ancestry and all other identities represented among our diverse employees.

By appreciating the importance of inclusion, we acknowledge that the collective and individual talents, skills, and perspectives of our staff foster a culture of belonging, safety, collaborative practice, innovation, and mutual respect. Canal Alliance is committed to the transformation of attitudes and systems that deprive any person or group of these principals.

Application Process

Please email your resume to HR@canalalliance.org and answer the following questions in your cover letter or body of email:

1. Why do you want to work at Canal Alliance?
2. Please describe your experience with unaccompanied minors.
3. How did you gain your Spanish fluency?

Only electronic applications will be accepted. (Keep it green!) Please indicate "Staff Attorney – YOUR NAME" in the subject line of your email.

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