

# **Staff Attorney**

## **Immigration Legal Services (ILS)**

### **About the Organization**

Canal Alliance exists to break the generational cycle of poverty for Latino immigrants and their families by lifting barriers to their success.

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.

Canal Alliance strives for a trauma-informed collaborative and inclusive culture. We invest in high quality services, professional development and work-life balance.

### **Position Summary**

The staff attorney will represent ILS clients in a variety of humanitarian immigration matters with an emphasis on representation of unaccompanied children in removal proceedings. The staff attorney will work in a collaborative and trauma informed environment delivering high quality service. This is a full-time, exempt position with a hybrid work model-some remote and some in-office work-. Must be available to attend hearings in San Francisco as needed. The staff attorney reports to the Supervising Attorney.

### **Essential Functions**

- Conduct client intake/consultations and evaluate eligibility for immigration benefits
- Represent individuals before the Executive Office of Immigration Review (non-detained children) and before USCIS (United States Citizenship and Immigration Services) in a variety of humanitarian applications
- 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, attend immigration legal trainings and behavioral health trainings as needed
- Participate in other team and agency meetings

### **Required Qualifications**

- J.D. and a member in good standing of any state bar
- Bilingual -English and Spanish- fluency
- Able to sit for an extended period of time and sufficient mobility to work in standard office/courtroom settings
- Canal Alliance requires all staff be COVID vaccinated with the exception of those who have medical or religious beliefs exemptions

## Preferred Qualifications

- Prior experience in immigration law
- Excellent attention to detail, organizational, communication, writing and analytical skills
- Ability to meet deadlines in a fast-paced environment and excel in working individually/remotely as well as in a team setting
- Commitment to serving immigrants and sensitivity to the needs of low-income, vulnerable clients
- Experience working with LawLogix or other legal case management software and knowledge in basic PC applications

## 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 and cover letter to [HR@canalalliance.org](mailto: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 immigration law experience
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.