



## **Immigration Staff Attorney – Provisional License Only**

Social Justice Collaborative (SJC) is a 501(c)(3) nonprofit legal services organization based in California. We focus on serving low-income immigrants in their deportation cases and provide free and low-cost legal assistance to mostly Central American clients.

**SJC seeks a full-time immigration staff attorney for our Berkeley office.** The position will begin remote but will involve telephonic/video/personal appearances in Court. This position is an entry-level position but does require some prior knowledge/experience. You will handle a heavy caseload of deportation defense cases along with a staff of other attorneys in a collaborative environment, including frequent court appearances. Attorney will work closely with a paralegal and other support staff to provide holistic legal services.

Note that SJC is a high-volume office with a large support staff. As a staff attorney, you are expected to work closely with support staff to prepare supporting documentation for clients, but you will prepare it yourself. Staff attorneys spend most of their time preparing for court and in-court.

This position is only open to California Provisionally Licensed Lawyers. SJC will work directly with you to sign off on your application to meet the supervision requirement.

### **Responsibilities and Duties**

- Manage a large client caseload of deportation (removal) defense matters
- Supervise work of paralegals in case prep, working together for case deadlines
- Supervise intern to assist in completion of case work
- Appear before EOIR and State Court on behalf of clients, primarily in asylum and SIJS hearings (approx. 4-6 hearings a month)
- Prep clients before hearings
- Participate in remote clinic supervision for SIJS/AOS/EAD clinics
- Position requires occasional presence and coordination of evening and weekend events

### **Qualifications**

- Provisional California Bar Membership (pending/approved)
- Spanish proficiency preferred but not required
- Prior knowledge of immigration law, as reflected in internships, coursework, and/or post-graduate work
- Commitment to serving immigrant populations and under-served communities
- Self-starting attitude, ability to self-direct and work autonomously as needed
- Great communication skills, values working collaboratively in a team
- Salary



Commensurate with experience, range is \$55-65,000. Extremely generous benefits package, including quality health insurance, dental, vision, chiropractor, pet insurance, paid vacation & sick-leave.

#### Applying

Send resume, cover letter, writing sample, and at least three references to [sjc-attorney-jobs at socialjusticecollaborative.org](mailto:sjc-attorney-jobs@socialjusticecollaborative.org)

We are an equal opportunity employer/affirmative action employer that provides equal employment opportunities to qualified employees/applicants. We do not discriminate on any basis regardless of whether it is protected by law or not.