



TEACHING, INTERPRETING AND CHANGING LAW SINCE 1979

IMMIGRANT LEGAL RESOURCE CENTER JOB ANNOUNCEMENT

SAN JOAQUIN VALLEY LAW FELLOW

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The Immigrant Legal Resource Center (ILRC) is seeking an attorney or recent law graduate to work in California's San Joaquin Valley as our San Joaquin Valley Law Fellow. The fellow will work together with the ILRC's staff attorney in the San Joaquin Valley to increase the capacity of attorneys and advocates to serve the region's large immigrant population. This is a one-year fellowship position with the possibility of an extension.

The ILRC is a national nonprofit legal support center located in San Francisco, California and Washington D.C. The mission of the ILRC is to work with, educate, and enhance the capacity of immigrants, community organizations, and the legal sector, in order to build a democratic society that values diversity, dignity, and the rights of all people. Founded in 1979, the ILRC is regarded as one of the foremost experts on engaging immigrants and developing their leadership in the democratic process, providing expertise on complex issues of immigration law, procedure and policy, and engaging in advocacy and educational initiatives on policies that affect immigrants.

This is a full-time, exempt position that reports to the staff attorney in the San Joaquin Valley and focuses on supporting ILRC projects in the region. The ILRC is a team-based organization that makes most of its decisions in a collaborative fashion that allows for significant staff input.

Job Responsibilities: The San Joaquin Valley Law Fellow will contribute to several concurrent programs. Duties may include:

- Conducting in-person and/or webinar trainings on immigration law and practice for legal workers and other practitioners who serve the immigrant community;
- Providing training to members of the immigrant community in English and Spanish on a variety of immigration law topics, including Know Your Rights;
- Attending legal workshops where immigrants are screened for forms of relief and/or assisted with the completion of relevant applications, including naturalization, Deferred Action for Childhood Arrivals (DACA), among others;
- Participating in regional collaboratives and task forces to represent the ILRC and provide relevant information on immigrant rights, immigration law, and policy updates;
- Traveling for trainings, meetings, and other events in the Central Valley, the rest of California, and, at times, throughout the United States;

San Francisco
1663 Mission Street
Suite 602
San Francisco, CA 94103
t: 415.255.9499
f: 415.255.9792

Washington D.C.
1016 16th Street, NW
Suite 100
Washington, DC 20036
t: 202.777.8999
f: 202.293.2849

ilrc@ilrc.org
www.ilrc.org

- Providing case-specific technical assistance to nonprofit agency staff, private practice attorneys, and pro bono attorneys who work with low-income immigrants on issues relating to family-based immigration, naturalization, DACA, U visas, asylum, and other areas of immigration law;
- Writing and updating manuals, practice advisories, online resources, and training and educational materials for attorneys, paralegals, community organizers, members of the immigrant community, and others; and
- Conducting research and writing assignments for ILRC's staff attorneys on a variety of immigration law issues.

Qualifications: The successful applicant is required to have:

- Excellent writing, editing, legal research and analysis, and oral presentation skills;
- Exceptional time management skills and the ability to meet deadlines;
- A strong work ethic, including the following qualities: organized, flexible, reliable, and dependable, with the ability to be an independent worker and to handle several projects simultaneously while thriving in a team-based collaborative decision-making environment;
- A strong commitment to immigrant rights;
- Basic understanding of immigration law, primarily family-based, naturalization, U visas, and DACA;
- Ability to work well and communicate effectively with legal practitioners, immigrant advocates, and community members;
- A willingness to travel throughout California and the United States;
- Spanish language proficiency within the range of conversational to fluent; and
- A current bar membership in good standing for any state in the United States or the District of Columbia, although California is preferred.

It is a plus if the applicant has additional relevant experience or knowledge in the following:

- Representing clients in the practice of general immigration law before USCIS and the EOIR;
- Knowledge of removal defense including the grounds of inadmissibility and deportability; the intersection of criminal and immigration law; and asylum
- Technical writing whether for immigration or other purposes;
- Training, teaching, or other public speaking experience;
- Working in, leading, or forming coalitions;
- Collaborating with immigrant communities; and
- Coordinating civic engagement projects or working as a community organizer.

Salary/Benefits: Pay is commensurate with experience. The ILRC provides competitive salaries, excellent benefits including professional membership dues, health/dental/vision insurance, a flexible spending account for medical and dependent care, vacation, and sick leave. The ILRC sponsors a retirement plan option upon fulfillment of eligibility.

Applications: This position will remain open until it is filled. We will consider applications on an ongoing basis beginning immediately. To ensure consideration of your application, please submit a cover letter explaining your qualifications for the position, a resume, and two writing samples. One of the writing samples should be legal writing and demonstrate advanced legal analysis. The other writing sample does not necessarily need to be law-related but should demonstrate professional writing in a clear, engaging, and persuasive manner. Please send these materials as soon as possible to:

San Joaquin Valley Law Fellow Hiring Committee

Email: job_sjvfellow@ilrc.org

Fax: (415) 255-9792 (no calls, please)

Mail: Immigrant Legal Resource Center, 1663 Mission St, Suite 602, San Francisco, CA 94103

The ILRC is an equal opportunity employer and encourages women, people of color, persons with disabilities, and lesbian, gay, bisexual, and transgender individuals to apply.