

Arab Resource and Organizing Center Job Announcement

Position: Full Time Immigration Attorney

Salary: 50-55,000 depending on experience

Deadline: September 15, 2009

Description:

The Staff Attorney will be responsible for providing free immigrant legal services to primarily Arab and Muslim clients through Arab American Legal Services (AALS), San Francisco's first free immigration service for the Arab community. The Staff Attorney will also supervise the casework of the Legal and Outreach Coordinator and law student interns, as well as collaborate with a Network of organizations on community education trainings.

Background:

AALS is a program of the Arab Resource and Organizing Center, a grassroots organization working to empower and organize our community towards justice and self-determination for all. AROC members build community power in the Bay Area by participating in leadership development, political education, and campaigns.

The immigration legal program was started in 2007 in conjunction with the San Francisco Immigrant Legal Education Network (<http://sfimmigrantnetwork.org/>) a Network of 14 multi-racial organizations working in outreach, organizing, education and legal services to provide comprehensive support to San Francisco's immigrant communities.

Qualifications:

- Minimum of one year experience working as an immigration attorney, with a strong preference for two or more years experience
- Member in good standing of any state bar
- Ability to advocate on behalf of Arab and Muslim immigrants in the media, community forums, and other venues
- Ability to train and engage in leadership development with clients and volunteers
- Workshop facilitation, public speaking, or teaching/education experience
- Able to handle high volume of cases and ability to serve clients in mental health setting
- Comfortable working without supervision
- Experience in organizing, political advocacy or activism (preferred)

- Bilingual in English and Arabic (preferred)
- Commitment to working with multi-racial coalitions
- Commitment to racial and economic justice, and immigrant rights

Casework and Supervision Responsibilities:

- Serve as legal resource to clients and community members
- Manage a high volume caseload in addition to supervising support staff and volunteers
- Prepare applications and supporting documentation, including asylum applications, VAWA, family-based, naturalizations, etc
- Experience in particular with family-based petitions, citizenship, asylum, VAWA, U visa in addition to a broad knowledge of all immigration laws in order to effectively issue spot in consultations
- Interview clients and evaluate eligibility for immigration benefits
- Occasional representation of clients before DHS and in Immigration Court
- Draft declarations, legal briefs, motions and pleadings
- Maintain accurate, complete and confidential case files

Collaboration Responsibilities:

- Maintain collaborative relationships with sister non-profits to strengthen coalitions and referral networks
- Participate in the SFILEN network and corresponding events, fairs, etc.
- Educate and empower immigrant community members regarding immigration laws and immigrant rights

To Apply:

- Send resume and cover letter detailing experiences to info@araborganizing.org
- Qualified applicants will be asked to submit references
- Deadline for applications is September 15, 2009 (please submit as soon as possible)
- Applicants are welcome to email with questions. No calls please.

People of color, women, LGBTQ and immigrant candidates strongly encouraged to apply.