



JOB DESCRIPTION

Removal Defense Attorney

Position: Full Time Immigration Attorney (Removal/Family-Based)
Salary: \$55,000-60,000 Depending on Experience
Benefits: Excellent health benefits, (fiscal sponsor: Tides Center) BAR membership, malpractice insurance
Reports to: Executive Director

JOB SUMMARY

The Removal Defense Attorney will be responsible for providing immigration legal services to primarily Arab and Muslim clients through the Arab Resource and Organizing Center (AROC)'s legal services program, San Francisco's first free or low-cost immigration service for the Arab community.

DUTIES & RESPONSIBILITIES:

- Serve as legal resource to clients and community members;
- Manage caseload;
- Prepare applications and supporting documentation;
- Interview clients and evaluate eligibility for immigration benefits;
- Representation of clients before DHS and in Immigration Court;
- Draft declarations, legal briefs, motions and pleadings;
- Participate in the SFILEN network and corresponding meetings and events;
- Represent poor or low income clients with the following: Removal defense in immigration court, affirmative asylum applications, credible fear interview, withholding and CAT through individual hearing, Bond Hearings, motion practice, cancellation of removal hearings, complex family based adjustment of status, occasional consular processing including for spouses and fiancée, NATZ Cases, waiver cases, occasional appeals and federal court challenges regarding immigration decisions.

KNOWLEDGE, SKILLS AND QUALITIES

- Minimum of one year experience working as an immigration attorney, with a strong preference for two or more years of experience;
- Member in good standing of any state bar;
- Must have excellent legal research and writing skills.
- Comfortable working without supervision and able to work as part of a team;

- Experience with asylum, deportation defense, family-based petitions, consular processing, adjustment of status, naturalization/citizenship, Temporary Protected Status (TPS), in addition to a broad knowledge of all immigration laws in order to effectively issue spot in consultations;
- Ability to handle a high volume of cases;
- Commitment to working with multi-racial coalitions;
- Commitment to racial and economic justice, and immigrant rights; AROC's vision, mission, strategies and role in the community;
- Ability to make a two-year commitment.
- Arabic speaking skills preferred but not mandatory.

SALARY AND BENEFITS INFORMATION:

AROC offers its employees an excellent benefits package through our fiscal sponsor, The Tides Center. This includes medical, dental and retirement plan contribution options, generous vacation leave, and sick time.

TO APPLY:

For immediate consideration, please submit your resume, writing sample and list of references to legal@araborganizing.org with subject entitled "Job Application Removal Defense Attorney," No calls please.

BACKGROUND

The Arab Resource and Organizing Center is 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 legal services are a program of AROC. The immigration legal program was started in 2007 in conjunction with the San Francisco Immigrant Legal Education Network (SFILEN), a network of 13 multi-racial organizations working in outreach, organizing, education and legal services to provide comprehensive support to San Francisco's immigrant communities.

The Arab Resource and Organizing Center, a project of Tides Center, is an equal opportunity employer. We strongly encourage and seek applications from women, people of color, including bilingual and bicultural individuals, as well as members of the lesbian, gay, bisexual, and transgender communities. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, medical condition (cancer-related) or conditions Acquired Immune Deficiency Syndrome (AIDS) and AIDS related conditions (ARC). Reasonable accommodation will be made so that qualified disabled applicants may participate in the application process. Please advise in writing of special needs at the time of application.