



Position: Staff Attorney
Program: Immigration Law Project
Department: Legal Services
Reports to: Director of Legal Services
Compensation: \$54,000-\$63,000 Annually
Status: 100%, Full-Time, Regular, Exempt
Probation: 180 days
Benefits: Medical, Vision, Dental, and Life Insurance; also including Long-Term Disability, an Employee Assistance Program, and a 403(b) retirement plan

JOB SUMMARY: In coordination with the Director of Legal Services, the Immigration Law Project Manager & Client Advocate, two very experienced immigration contract attorneys, other Legal Services Department staff, and volunteer attorneys: Responsible for all aspects of a significant immigration client caseload, including recognizing and triaging the needs of clients within the context of available resources, both within and outside the Los Angeles LGBT Center (Center), and being responsive to community and institutional needs.

ESSENTIAL FUNCTIONS:

- 1) Manage a significant client caseload by directly providing comprehensive legal services for LGBTQ immigrant survivors of violence, including conflict-of-interest checks, over-the-phone and in-person intakes and consultations, preparing applications, obtaining supporting documents, conducting research, preparing briefs, and representing clients at interviews and hearings at various locations in Southern California;
- 2) Provide removal defense to LGBTQ immigrant survivors detained by the Department of Homeland Security at Southern California detention facilities, including providing remote parole/bond support to those detained in remote facilities;
- 3) Work in collaboration with mental health, health and youth services providers in furtherance of providing LGBTQ immigrant survivors with coordinated legal services that are holistic, client-centered, strength-based, and trauma-informed;
- 4) Oversee weekly evening immigration clinics, including a monthly employment authorization clinic that is open to all immigrants;
- 5) Prioritize daily attention to administrative and operational responsibilities to ensure reporting compliance, including detailed and comprehensive data collection;
- 6) Prepare monthly reports, write grant proposals, and conduct research to help sustain and strengthen the Project;
- 7) Attend and convene meetings and community events to develop, sustain and strengthen new and existing coalitions and collaborations with immigrant legal service providers, immigrant advocacy organizations, victim support agencies, social services providers, and government agencies;
- 8) Expand access to services and increase legal service capacity by presenting trainings and advocating on issues encountered by clients;
- 9) Develop, sustain, and strengthen educational outreach to immigrant communities;
- 10) In coordination with internal Center resources, strengthen media presence;
- 11) Participate in staff meetings;
- 12) Other duties as assigned;

Page 1 of 2 – See page 2 for Job Qualifications and Experience

E-mail cover letter and resume as an attachment to jobs@lalgbtcenter.org website: www.lalgbtcenter.org

Or submit cover letter with application/resume to:

Los Angeles LGBT Center, Human Resources Dept., 1625 N. Schrader Blvd., Los Angeles, CA 90028

The Los Angeles LGBT Center is an Equal Opportunity Employer and is committed to fostering diversity within its staff. Applications are encouraged from all persons regardless of their race, color, ancestry, religious creed, national origin, sex, sexual orientation, gender identity, gender expression, medical/physical/mental condition, pregnancy/childbirth and related medical condition, age, marital status, or veteran status.



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JOB QUALIFICATIONS AND EXPERIENCE:

- 1) Knowledge of or experience working with the LGBTQ community and familiarity with issues of particular relevance to LGBTQ people;
- 2) A passion for the Center's work and its mission to make the world a better place for LGBTQ people;
- 3) Member of the California State Bar;
- 4) Bilingual verbal and written fluency in Spanish and English is required;
- 5) Experience in managing a significant client caseload in the field of immigration law;
- 6) Demonstrated understanding of the unique issues faced by the LGBTQ community, particularly survivors of violence and torture;
- 7) Passion and demonstrated commitment to serving survivors of violence, including experience working with diverse communities of transgender and undocumented immigrant survivors;
- 8) Demonstrated experience in the delivery of services in a non-profit setting, and experience working or volunteering in the LGBTQ community;
- 9) Demonstrated ability to triage and manage multiple tasks under pressure in a fast-paced environment;
- 10) A demonstrated capacity to provide a welcoming presence to clients experiencing trauma; a demonstrated client-centered, trauma-informed perspective; and cultural responsiveness to the diverse populations we serve;
- 11) Excellent verbal and written communication skills, including experience in giving presentations/trainings;
- 12) Flexibility to work evenings and weekends is required;
- 13) Access to reliable transportation and the ability to be insured with the willingness to travel is required;
- 14) Demonstrated ability to work effectively with people of diverse races, ethnicities, nationalities, sexual orientations, gender identities, gender expression, socio-economic backgrounds, religions, ages, English-speaking abilities, immigration statuses, and physical abilities in a multicultural environment.

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