

EAST BAY COMMUNITY LAW CENTER
JOB ANNOUNCEMENT
STAFF ATTORNEY, IMMIGRATION PRACTICE

The East Bay Community Law Center (EBCLC), in partnership with UC Berkeley's Undocumented Student Program, is seeking an attorney for a one-year position to grow an innovative project providing free legal representation and resources about immigration law to undocumented undergraduate students at UC Berkeley and their families. The goal of this joint project is to support the advancement of undocumented students within higher education. The ideal candidate is a creative thinker with strong written, interpersonal, and organizational skills who has experience working with youth.

EBCLC is a non-profit organization founded in 1988 to provide high quality legal services to low-income clients and educational opportunities for law students and community volunteers. As UC Berkeley Law School's community-based clinic, EBCLC is currently the largest provider of free legal services for low-income residents in the East Bay, with a staff of over 40 and an annual roster of 150 law student interns.

UC Berkeley's Undocumented Student Program (USP) was established in 2012 to provide guidance and support to undocumented undergraduates at Cal through a holistic, multicultural, and solution-focused approach. USP provides wraparound services, including academic counseling, legal support, financial aid resources, and an extensive campus referral network. Services are designed to meet the program's mission to support the advancement of undocumented students within higher education and promote pathways for engaged scholarship.

Primary Responsibilities:

- Host informational workshops and hold weekly office hours on-campus to provide immigration consultations and immigration information to interested students
- Represent students and their families on wide variety of immigration matters, including DACA, DAPA, deportation defense, political asylum, U visas, VAWA, SIJS, adjustment of status, consular processing, waivers, immigration effects of criminal convictions, and naturalization
- Prepare informational immigration memos and fact sheets for UC Berkeley students, staff/faculty, and broader campus community as needed
- Advocate campus-wide on behalf of immigration issues affecting undocumented students and collaborate with various departments to improve access and equity to campus services
- Conduct outreach and presentations to the UC Berkeley student community and coordinate with student groups to extend reach of the program
- Attend staff meetings and events at EBCLC and USP
- Collect data and conduct semester reporting and monitoring of project outcomes
- Act as a resource to other undocumented student centers, including representing the project and issues facing undocumented students at local and national conferences as needed

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- Supervise law students and incorporate them into the work of this project
- Additional tasks as assigned by Supervisor

Minimum Qualifications:

- J.D. required, member of a State Bar in good standing, California State Bar preferred
- Minimum 1 year of immigration experience
- Demonstrated ability to manage a demanding case-load; excellent time-management, priority-setting and organizational skills
- Friendly, independent self-starter and outstanding team player
- Ability to think critically and problem solve creatively
- Excellent oral and written advocacy skills
- Demonstrated ability to work effectively with a diverse range of groups, including students, service providers, and law school faculty
- Bilingual (Spanish-English) skills highly desirable

Salary:

This is a full-time salaried position, with a starting salary between \$52,000 and \$56,000 depending on experience, and an anticipated start date of mid-June. EBCLC offers a generous benefits package including 100% employer-funded medical, dental, and vision plans, and paid time off.

Application Procedure:

Submit applications by email to jobs@ebclc.org; by mail to East Bay Community Law Center, 2921 Adeline Street, Berkeley, CA 94703; or by fax to (510) 548-2566. Applications should include a cover letter, resume, short writing sample, and names/contact information for two professional references. Deadline for receipt of applications is Friday, May 29, 2015. Applications will be considered on a rolling basis, and interviews may take place prior to the application closing date.

EBCLC is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, religion, age, ethnic background, sex, disability, or sexual orientation. People of color, women, LGBTQ people, and people with disabilities are strongly encouraged to apply.