



JOB TITLE: Legal Director

EXEMPT/NON-EXEMPT: Exempt

REPORTS TO: Deputy Director of Programs

POSITION OVERVIEW:

The Legal Director is a full time salary position that will be supervised by the Deputy Director of Programs. The Legal director will engage in and support organizing, policy advocacy, and litigation to advance immigrant rights in the Inland Empire. The Legal Director must be an expert in the immigration process as well as advocacy to support ICIJ's mission, goals, and yearly strategic plans. The Legal Director will lead ICIJ's creation and development of a legal department. The ideal candidate is highly motivated, innovative, self-starting and able to work independently.

KEY RESPONSIBILITIES

- Alongside the Deputy Director of Programs and ICIJ Team Directors, Develop and implement legal and advocacy strategies to promote immigrant rights at a local, state, and federal level. Act as ICIJ's liaison in impact litigation cases that seek to end abusive and harmful immigration enforcement practices
- Provide technical support to ICIJ coalition partners and coalitions with a particular focus of expanding the Inland Empire(IE) Legal Roundtable
- Lead efforts to train and provide Know-Your-Rights workshops for advocates, organizers, and directly impacted individuals specifically in collaboration with ICIJ partners and the IE Legal Round Table
- Provide direct representation to individuals in immigration proceedings before immigration Courts, Board of Immigration Appeals and USCIS
- Manage cases and prepare case profiles to be referred out to available legal service providers

ADDITIONAL RESPONSIBILITIES

- Work with the Deputy Director of Programs to recruit law students and or DOJ-accredited individuals
- Conduct, or instruct volunteers to conduct legal research for legal strategy and immigration policy
- Instruct staff and volunteers to conduct case management, writing and submitting briefs and motions
- Supervise staff and volunteers who provide general immigration consultations.

- Instruct staff and volunteers to help with applications for affirmative relief (like citizenship, DACA, and visas)
- Develop *pro-se* material (do it yourself toolkits)
- Provide revisions and directions to other staff assigned to the case in order to effect necessary changes or to take actions to properly represent the client
- Provide coaching and mentorship whenever possible to subordinate staff and volunteers

REQUIRED QUALIFICATIONS:

- Possess DOJ approval to assist clients with legal cases in the United States
- At minimum 2 years of experience providing immigration legal services
- At least 2 years supervising staff and/or interns and volunteers
- Fluency in *English* and *Spanish*
- Experience in assisting community members apply for a wide variety of immigration benefits and processes before USCIS and/or the Immigration Court

DESIRED QUALIFICATIONS:

- Demonstrated commitment to advancing the rights of low-income workers, people of color, and/or immigrant communities
- Excellent research, analytical, written and oral communication skills
- Ability to work with a diverse group of mission-driven organizers and staff with a range of substantive law knowledge, experience and expertise
- Excellent creative problem solving, strategic thinking, and analytical skills
- Experience with providing direct services to the community, ideally in a nonprofit setting
- Experience working with underserved and diverse populations
- Strong commitment to ICIJ's mission of empowering low-income community groups in the IE

SALARY & BENEFITS:

- Full-time position (100% time), \$70,000 -- \$85,000 yearly salary (based on experience)
- Health benefits, vacation, self-care, and sick-day policies

How to Apply: Application must include a cover letter, resume, and 2 references. Application should be sent electronically to: luisr@ic4ij.org with subject line "Legal Director", no phone inquiries please. Applications accepted until the position is filled.

The Inland Coalition for Immigrant Justice (ICIJ) is an equal opportunity employer; people of color and individuals from diverse backgrounds are encouraged to apply. ICIJ does not discriminate on the basis of race, color, national origin, ethnic background, religion, sex, sexual orientation, age, or disability