



Inland Coalition for Immigrant Justice

JOB TITLE:

EXEMPT/NON-EXEMPT:

REPORTS TO:

LOCATION:

Staff Attorney

Exempt

Legal Director

San Bernardino, Hybrid

ABOUT IC4IJ

The Inland Coalition for Immigrant Justice (IC4IJ) is dedicated to convening organizations to collectively advocate and work to improve the lives of immigrant communities. Our coalition is rooted in the principles of inclusivity, empowerment, and systemic change, supporting the Inland Empire's immigrant communities through policy advocacy, education, and direct action.

Central to our work is building the leadership of directly impacted community members and cultivating a strong, organized base across the Inland Empire's 27,000 square miles, ensuring that immigrant communities, from urban centers to rural and hard-to-reach areas, are informed, engaged, and leading efforts for change.

IC4IJ leads the region's most critical immigrant justice efforts, including the Shut Down Adelanto Coalition, a campaign fighting to end immigration detention and shut down the Adelanto ICE Processing Center. We also anchor the Inland Empire Rapid Response Network, mobilizing communities to respond to immigration enforcement, defend immigrant rights, and support families impacted by detention and deportation. Our work extends to advancing immigrant protections, expanding access to legal representation, defending street vendors, and advocating for policies that improve the lives of immigrant families.

Joining IC4IJ means becoming part of a dynamic, community-rooted organization that goes beyond providing services to challenge the systems that harm immigrant communities. Our Staff Attorney will work alongside DOJ-accredited representatives, organizers, advocates, and community partners to defend immigrants facing detention and deportation, expand access to justice, and contribute to a broader movement for immigrant rights and liberation.

POSITION OVERVIEW

The Staff Attorney is a full-time, exempt position supervised by the Legal Director. The Staff Attorney provides high quality, community centered immigration legal representation to immigrant communities across the Inland Empire, with a particular focus on removal defense, detention, and access to counsel.

The Staff Attorney will represent detained and non-detained individuals in removal proceedings, custody and bond proceedings, appeals before the Board of Immigration Appeals, and affirmative immigration matters. Depending on experience and program needs, the Staff Attorney may also participate in federal court litigation, including petitions for review before the U.S. Court of Appeals and petitions for writ of habeas corpus before federal district courts.

The ideal candidate is committed to providing excellent legal services with compassion, integrity, and respect for the dignity and autonomy of our clients. They are collaborative, highly motivated, organized, and committed to immigrant justice.

Key Responsibilities

Legal Representation

- Represent detained and non-detained individuals in removal proceedings before immigration courts, custody and bond hearings, and appeals before the Board of Immigration Appeals.
- Handle affirmative immigration matters before USCIS and, when appropriate, the Department of State, as well as Special Immigrant Juvenile Status cases requiring state court proceedings.
- Depending on experience and program needs, participate in federal litigation, including habeas corpus petitions and petitions for review.
- Manage all aspects of assigned cases, including client counseling, legal research, case strategy, evidence development, preparation of applications and legal briefs, and court appearances.
- With support of administrative staff, maintain regular communication with clients and ensure accurate case files, documentation, and compliance with professional and ethical standards.

Program Collaboration & Community Advocacy

- Collaborate with DOJ-accredited representatives, legal staff, organizers, and community partners to strengthen access to immigration legal services.
- Participate in legal clinics, community education, the Inland Empire Legal Roundtable, and other regional capacity-building efforts.
- Identify systemic issues affecting immigrant communities, particularly individuals in detention, and collaborate with IC4IJ's organizing and policy teams to inform advocacy efforts while protecting client confidentiality.
- Participate in case rounds, supervision, training, and the development of legal program systems and procedures.
- Support program reporting, evaluation, and other responsibilities assigned by the Legal Director.

Required Qualifications

- Juris Doctor (JD) degree from an accredited law school.
- Active membership in good standing with the California State Bar preferred. Membership in another U.S. state bar or candidates awaiting California Bar Exam results will be considered. Candidates not licensed at the time of hire must obtain bar admission by May 2027.
- Fluency or high proficiency in Spanish.
- Strong legal research, writing, oral advocacy, communication, and case-management skills.
- Ability to manage multiple cases, deadlines, and competing priorities independently and collaboratively.
- Ability to work compassionately and effectively with individuals experiencing detention, trauma, family separation, or other significant barriers.
- Demonstrated commitment to immigrant rights, access to justice, client confidentiality, and professional responsibility.
- Proficiency with standard office technology and case-management systems.
- Valid driver's license, automobile insurance, and reliable transportation for work-related travel.

Preferred Qualifications

- One to three years of immigration law experience, particularly in removal defense, detention advocacy, or affirmative immigration matters.
- Experience in related fields, including criminal defense, family law, civil rights, or public interest law.
- Experience working with community-based organizations or directly impacted communities.
- Familiarity with the Inland Empire and its immigrant communities.
- Additional language proficiency and lived experience with immigration or other systems impacting the communities IC4IJ serves.

Recent law school graduates are encouraged to apply. IC4IJ provides supervision, training, and professional development to support attorneys at different stages of their careers.

Work Location & Travel

This position is based in IC4IJ's San Bernardino office, with hybrid work options depending on organizational and program needs.

Regular travel throughout the Inland Empire and Southern California is required, including visits to immigration detention facilities, courts, government agencies, legal clinics, and community events. Occasional out-of-region travel may be required.

Approved work-related mileage and travel expenses are reimbursed.

SALARY & BENEFITS

The salary range for this position is \$100,000 - 120,000 annually, depending on experience and qualifications.

IC4IJ offers a comprehensive benefits package designed to support the health, well-being, and long-term sustainability of our staff. Benefits include:

- Health benefits
- Paid vacation and sick leave
- Paid holidays
- Mental health/wellness days
- Annual self-care stipend
- Paid sabbatical opportunities beginning after five years of eligible service
- Professional development and training opportunities
- Mileage and approved work-related travel reimbursement
- Hybrid work options based on the responsibilities of the position and organizational needs

Additional information regarding benefits will be provided during the hiring process.

HOW TO APPLY

Interested candidates should submit the following materials via email to benjamin@ic4ij.org with the subject line "Staff Attorney Application":

- Cover letter
- Resume
- Brief legal writing sample

Application Deadline: Applications will be reviewed on a rolling basis.