

Staff Attorney
Immigration Legal Services (ILS)

About the Organization

Canal Alliance is a nonprofit champion of immigrants who are challenged by a lack of resources and an unfamiliar environment. Every day, we educate, empower, support, and partner with motivated immigrants to best meet all their unique needs—from putting food on the table, to becoming American citizens, to learning English, to graduating from college. Canal Alliance exists to break the generational cycle of poverty for Latino immigrants and their families by lifting barriers to their success.

Canal Alliance strives for a trauma-informed collaborative and inclusive culture. We invest in high quality services, professional development, and supports a work-life balance.

Position Summary

The staff attorney will represent clients on a variety of affirmative immigration matters with the United States Citizenship and Immigration Services (USCIS), mostly humanitarian cases, and some occasional children and youth defensive matters in immigration court. The position also includes some remote work in Novato and West Marin, education, outreach and legal consultation work regarding public charge. The staff attorney will work in a collaborative and trauma informed environment and strive for high quality service. This is a full-time, exempt position. The staff attorney reports to the Managing Attorney.

Essential Functions

- Provide eligibility assessment, full representation, and/or legal advice to low income clients filing applications, including family-based and humanitarian immigration petitions, Special Immigrant Juvenile Status, U Visas, DACA, naturalization, consular processing and adjustments of status.
- Represent children and youth in Immigration Court proceedings as needed to cover for other ILS attorneys.
- Travel to Novato, West Marin or other location in Marin as needed to provide consultations and representation when the work cannot be done remotely.
- Provide consultations to clients and non-clients concerning public charge issues.
- Comply with ILS policies, procedures, and best practices including entering data into our case management software (LawLogix), collecting fees, executing contracts with clients, and filing applications in a timely manner.
- Compile client data for reporting requirements.
- Participate in regular peer review meetings and attend immigration legal trainings as needed.
- Participate in other team and agency meetings.

Other Responsibilities

- Other duties and special projects as assigned by supervisor

91 Larkspur Street
San Rafael, CA 94901
415.454.2640

Canalalliance.org

Education and Experience

- J.D. or LL.M
- Prior experience in immigration law a plus

Qualifications- Skills, Knowledge

- Bilingual – English and Spanish fluency (**required**)
- Current Bar Membership in good standing.
- Excellent Outlook and Microsoft Office skills.
- Excellent organizational and interviewing skills and ability to meet deadlines.
- Commitment to serving immigrants and sensitivity to the needs of low-income, vulnerable clients.
- Experience working with LawLogix or other legal case management software.
- Strong verbal communication and expert writing skills

Compensation

This is a full-time, exempt position with benefits. We offer a competitive salary with a benefits package that includes 3 weeks paid vacation a year, 12 days of sick leave a year and 100% paid employee medical & dental insurance as well as long term disability and an employee assistance program. In addition, there are 16 paid holidays annually, a 403(b)-retirement plan and a Flex cafeteria plan.

Canal Alliance Equity and Inclusion Statement

Canal Alliance actively promotes and recognizes principles of fairness, equity, and social justice in relation to, and across, intersections of race, age, color, national origin, ethnicity, citizenship, sex, sexual orientation, gender identity, gender expression, religion, disability, ancestry and all other identities represented among our diverse employees.

By appreciating the importance of inclusion, we acknowledge that the collective and individual talents, skills, and perspectives of our staff foster a culture of belonging, safety, collaborative practice, innovation, and mutual respect. Canal Alliance is committed to the transformation of attitudes and systems that deprive any person or group of these principals.

Application Process

Please email your resume to HR@canalalliance.org and answer the following questions in your cover letter or body of email:

1. Why do you want to work at Canal Alliance?
2. Please describe your experience with unaccompanied minors.
3. How did you gain your Spanish fluency?

Only electronic applications will be accepted. (Keep it green!) Please indicate “**Staff Attorney – YOUR NAME**” in the subject line of your email.

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