



CASA CORNELIA  
LAW CENTER

**Job Announcement: Staff Attorney, Children's Program**

**The Firm:**

Casa Cornelia Law Center is a public interest law firm providing quality *pro bono* legal services to victims of human and civil rights violations with a primary commitment to the indigent within the immigrant community in Southern California. Our legal services include representation to those in removal proceedings or seeking affirmative immigration relief including asylum seekers, abused and abandoned children, and immigrant victims of domestic violence, human trafficking, and other serious crimes who are eligible under U.S. law. CCLC provides *pro bono* representation through its staff and the support of volunteers, such as private attorneys, law students, and interpreters/translators under the mentorship of CCLC attorneys.

**The Program:**

The Children's Program is CCLC's program dedicated to representing minor and youth clients who lack lawful immigration status in the United States. The program represents all unaccompanied children who are detained in the custody of the Office of Health and Human Services in San Diego and Imperial Counties. The program also represents some unaccompanied children formerly in government custody now resident in San Diego County and some immigrant youth who have never been apprehended by immigration authorities. Clients represented by the Children's Program are most commonly eligible for asylum and special immigrant juvenile status but may also be eligible for citizenship, other forms of relief from removal, or voluntary departure.

**The Position:**

The Staff Attorney, Children's Program, is an attorney serving within the Children's Program that provides high-quality direct representation to a substantial number of clients.

**Appointment and Accountability:**

The Staff Attorney, Children's Program, is appointed by the Executive Director upon recommendation by the Legal Director and is accountable to the Managing Attorney, Children's Program, and the Legal Director.

**Primary responsibilities:**

The Staff Attorney, Children's Program, will discharge the responsibilities of the position by:

- a) ensuring that individual clients are treated with dignity and are fully apprised of their legal rights and situation;
- b) recognizing the vulnerability of the immigrant population, especially those in proceedings or detention, and accommodating for cultural diversity;
- c) screening applicants for services and providing Know Your Rights presentations;
- d) providing direct, high-quality representation to a substantial number of clients;
- e) supporting the collection of program data;
- f) assuming responsibility for other tasks as assigned by the Managing Attorney, Children's Program, and the Legal Director.



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**Supervisory Responsibilities:**

The Staff Attorney, Children's Program, does not have any supervisory responsibilities.

**Qualifications:**

The following are required for appointment as the Staff Attorney, Children's Program:

- a) A commitment to social justice and the mission of CCLC;
- b) A Juris Doctorate degree from an ABA-Accredited law school;
- c) A license to practice law in California and being in good standing with the relevant licensing authority;
- d) Oral and written fluency in Spanish;
- e) Strong writing skills and the ability to prepare persuasive and thoughtful legal documents;
- f) Willingness to work in a fast-paced, collaborative, and detail-oriented environment; and,
- g) A demonstrated commitment to serving indigent populations through public interest law.

Candidates for the position of Staff Attorney, Children's Program, with the following additional qualifications will be given priority:

- a) Immigration law experience;
- b) Experience as a practicing attorney;
- c) Fluency in additional languages frequently spoken by CCLC clients; and,
- d) Experience working in a not-for-profit.

This is a full-time position. Competitive salary commensurate with education and experience. This position is eligible for benefits including medical, vision, dental, life, and long-term disability insurance. Additionally, the candidate will qualify for paid and sick time off, twelve paid holidays, retirement plan, and a rewarding and professional work environment.

**APPLICATION DEADLINE:** Applications will be accepted until the position is filled.

**START DATE:** Immediately.

**TO APPLY:** Email your (1) Cover Letter of Interest, (2) Resume and (3) Three references to: [Applications@CasaCornelia.org](mailto:Applications@CasaCornelia.org). Please see our website located at [www.CasaCornelia.org](http://www.CasaCornelia.org) to learn more about Casa Cornelia's work.

*Casa Cornelia Law Center provides equal employment opportunities to all employees and applicants without regard to race, color, religion, national origin, ancestry, gender, sex, gender identity or expression, age, medical condition, sexual orientation, marital status, citizenship, pregnancy, physical or mental disability, genetic information, veteran status, military status, caregiver status or any other characteristic protected by federal, state or local laws.*