



CASA CORNELIA
LAW CENTER

Position Description: Program Assistant, Litigation 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 the support of volunteers, such as private attorneys, law students, and interpreters/translators under the mentorship of CCLC attorneys.

The Program:

The Litigation Program, formerly the Asylum Program, is CCLC's program dedicated to representing clients who are in active removal proceedings before the Executive Office for Immigration Review's Immigration Courts. The majority of the clients served by this program are seeking asylum, withholding of removal, and protection under the United Nations Conventions against Torture. This program also serves noncitizens in removal proceedings eligible for other humanitarian relief such as cancellation of removal for battered spouses and children as well as affirmative asylum applicants. Many of the clients served are detained while others are residing at liberty in San Diego County.

The Position:

The Program Assistant, Litigation Program, is a non-attorney professional serving within the Litigation Program that provides general administrative support to the program staff and volunteer attorneys in their representation of program clients.

Appointment and Accountability:

The Program Assistant, Litigation Program, is hired by the Executive Director upon recommendation by the Legal Director and is accountable to the Managing Attorney, Litigation Program.

Primary responsibilities:

The Program Assistant, Litigation Program, will discharge the responsibilities of the position by:

- a) ensuring that individual clients are treated with dignity;
- b) recognizing the vulnerability of the immigrant population, especially those in proceedings or detention, and accommodating for cultural diversity;
- c) providing general administrative support to the Litigation Program staff and volunteers;
- d) implementing firm processes to address the needs of the client population;
- e) processing client and case/file source documents by reviewing data for deficiencies and resolving discrepancies by using standard procedures;
- f) entering client and case/file data;
- g) maintaining data entry requirements by following legal team program protocols;



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- h) preparing the initial physical file; tracking and managing physical case files during the established retention period and destroying such files upon conclusion of the retention period;
- i) assisting in case file and database maintenance;
- j) assisting in the collection of program data; and,
- k) assuming responsibility for other tasks as assigned by the Managing Attorney, Litigation Program, and the Legal Director.

Qualifications:

The following are required for appointment as the Program Assistant, Litigation Program:

- a) A commitment to social justice and the mission of CCLC;
- b) A bachelor's degree from an accredited university or an associate's degree and two years of relevant professional experience;
- c) Oral and written fluency in English and Spanish or another language commonly spoken by CCLC clients;
- d) Willingness to work in a fast-paced, collaborative, and detail-oriented environment; and,
- e) A demonstrated commitment to serving indigent populations.

Candidates for the position of Program Assistant, Litigation Program, with the following additional qualifications will be given priority:

- a) A paralegal certificate;
- b) Prior experience working in a law firm;
- c) Prior experience in the immigration law field;
- d) Fluency in additional languages frequently spoken by CCLC clients; and,
- e) Experience working in a not-for-profit.

This is a full-time, in-person position. The hourly pay range for the position is \$20.40/hour - \$22.70/hour based upon education, experience, and other standardized criteria. 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. Please see our website located at 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.