



**CASA CORNELIA
LAW CENTER**

**Program Assistant, Litigation (Asylum) Program
Position Description**

Position Classification: Full Time (37.5 hrs/wk), Non-Exempt
Reports to: Managing Attorney, Litigation Program
Salary: \$25.65/hr-\$29.75/hr (DOE)
Benefits: Fully paid medical, dental, vision and long-term disability for employee; generous paid time off and paid sick leave; 22 paid holidays; retirement plan; parking reimbursement; and professional development covered.
Start date: November 1, 2026

Casa Cornelia is an equal opportunity employer. We celebrate diversity and are committed to creating a positive and inclusive work environment for all employees. We encourage applicants of all backgrounds.

The Firm:

Casa Cornelia Law Center (“CCLC”) 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 of individuals 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 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 Convention Against Torture. This program also serves noncitizens in removal proceedings who are 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 in the community.

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 is appointed by the Executive Director and is accountable to the Managing Attorney of the Litigation Program.

Primary responsibilities:

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

- a) ensuring that individual clients and applicants are treated with dignity;
- b) recognizing the vulnerability of the immigrant population, especially those in proceedings or detention, and accommodating cultural diversity;
- c) providing general administrative support (copying and mail processing, filing and document management, calendaring, message handling, etc.) for the program and program attorneys;
- d) implementing firm processes for case processing, data collection, document filing, etc. with consistency;
- e) processing applicant/client and case/file source documents by reviewing data for deficiencies and resolving discrepancies by using standard procedures;
- f) receiving potential client intake calls;
- g) entering applicant/client and case/file data;
- h) maintaining data entry requirements by following legal program protocols;
- i) scheduling applicant/client meetings and calls and assisting with client correspondence;
- j) 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;
- k) assisting in case file and database maintenance;
- l) assisting in the collection of program data;
- m) assisting in covering the reception desk and mail processing when needed; and
- n) assuming responsibility for other tasks as assigned by the Managing Attorney and the Legal Director.

Qualifications:

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

- a) A commitment to social justice and the mission of CCLC and to serving the indigent population;
- b) A bachelor's degree from an accredited university or an associate's degree and two years of relevant professional experience;
- c) Strong task and time management skills while maintaining organization and attention to detail;
- d) Strong written and oral communication skills;
- e) Oral and written fluency in English and Spanish or another language frequently spoken by CCLC clients;
- f) Knowledge of Microsoft Office and other standard office software and willing and able to learn tools used by CCLC; and,
- g) Willingness to work in a fast-paced, collaborative, and detail-oriented environment.

Candidates with the following additional qualifications will be given priority:

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

Application Deadline: Applications will be accepted until the position is filled.

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 CCLC'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.

This is a full-time, in-person position.