

ASIAN LAW ALLIANCE

991 West Hedding Street Suite 202 San Jose, California 95126

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Job Announcement

## POSITION: Immigration Supervising Attorney (hybrid)

ALA seeks a full-time Supervising Attorney to join our Immigration Team. The Supervising Attorney is responsible for: 1) Mentoring and supervising a team of attorneys, paralegals, legal assistants, and volunteers; 2) Promoting a collaborative and supportive work environment; 3) Joining the management team to help keep track of ALA goals, overseeing data collection, and drafting proposals and reports; and 4) Building and maintaining strong relationships with partners such as funders, government agencies, community-based organizations, educational institutions, law firms, companies, and others.

The job is hybrid and requires two days a week at the ALA office in San Jose, California, for team meetings and collaboration.

**AGENCY DESCRIPTION:** The Asian Law Alliance (ALA) is a non-profit community law office that has provided legal services, community education and advocacy services since 1977 to the Asian and Pacific Islanders communities in Santa Clara County. Priority areas are immigration, housing, domestic violence, public benefits and civil rights.

**DUTIES AND RESPONSIBILITIES:**

***Staff and Volunteer Training and Supervision:*** Train and supervise staff attorneys, paralegals, and volunteers with immigration casework that includes U visas, T visas and VAWAs, citizenship, removal defense, DACA, among others; Provide substantive law updates on issues related to immigration; Conduct case reviews and provide meaningful assessments; Address staff training needs

***Program Management:*** Work with the team to ensure deliverables and case deadlines are met while keeping manageable workloads; Coordinate and supervise assignment of cases

***Supporting community outreach, volunteer recruitment and fundraising:*** Help strengthen the visibility of ALA by contributing content to promote effective outreach and service to the community

***Community Organizing/Advocacy:*** Advocacy work on community issues as required; networking with other service providers, organizations and government agencies to enhance services to the Asian and Pacific Islander communities.

***Client Counseling and Representation***: As permitted by other responsibilities, maintain a limited docket of cases before USCIS, EOIR and the BIA.

***Administrative Functions:*** Perform administrative functions according to ALA policies and procedures, including, but not limited to reviewing staff timesheets, leave requests, training and travel expenses, and closing case files.

**QUALIFICATIONS:**

* Minimum of 6 years practicing immigration law post-Bar. California Bar membership is preferred but not required
* Strong background in immigration law, which should include representing clients in affirmative cases such as U visas, VAWAs, citizenship and DACA, and 1-2 years of experience representing clients in removal cases
* Able to supervise staff and volunteers with immigration cases. Prior supervisory experience preferred.
* Must have a demonstrated understanding of and commitment to the needs of the low-income immigrant community
* Ability to work cooperatively with fellow staff and supervisors
* A record of moving legal cases forward and demonstrated ability to build and manage a heavy caseload
* Bilingual skills in Asian Pacific Islander language or Spanish highly desirable
* California driver’s license and own vehicle required
* Required to be fully vaccinated with FDA-approved Covid-19 vaccine prior to first day of employment.

COMPENSATION: Salary depending on experience. Benefits include medical; dental; and vision plans; sick leave; paid vacation, training budget, 403(b) plan, flexible spending plan.

**To apply: Email cover letter and resume to**

**Bea Pangilinan at bea@asianlawalliance.org**

Deadline to apply: UNTIL FILLED

#### The Asian Law Alliance is an affirmative action, equal opportunity employer