IMMIGRATION ATTORNEY,
Citizenship and Civic Engagement (CCE)
SOUTH ASIAN NETWORK, ARTESIA, CA

About SAN:
The South Asian Network (SAN) is a 33-year old grassroots, community-based, nonprofit organization dedicated to advancing the health, well-being, and civil rights of South Asians living in Southern California. It is the only South Asian organization of its kind, providing outreach, direct services, and advocacy in three key areas: health and well-being, civic engagement, and violence prevention and intervention. SAN embraces the diversity of the South Asian American community as strength and builds unity among South Asian immigrants in Southern California that does not exist in South Asia itself. It also strives to build alliances among the South Asian community, other immigrant communities, and communities of color in order to advance a shared progressive agenda for Southern California.

The SAN team is composed of highly dedicated, resourceful, accomplished and diverse individuals who are passionate about issues such as social justice, empowerment, and diversity and inclusivity. While our work atmosphere is casual, we employ the utmost levels of professionalism, excellence and integrity in our work. For more information about SAN, visit www.southasiannetwork.org.

About the Immigration Attorney Role:
Type: Full Time, Exempt

Salary/Wages: $65,000 - $70,000, plus health insurance, paid leave, and opportunity to contribute to the organization’s 403b retirement plan.

SAN’s Immigration attorney will help expand our Citizenship and Civic Engagement Unit as well as our Voices Against Violence Unit while assisting our immigration services to the community in a significant way. An overwhelming majority of our Naturalization Program clients have a low-income and limited English proficiency, technology and transportation barriers. We will be able to expand our immigration services to include Asylum, Temporary Protected status and more. Additionally, our gender-based violence program covers a variety or issues such as: domestic violence, sexual assault, dating violence, elder abuse and child abuse. This new role will be able to process applications for VAWA, U-Visa, Victims of Trafficking, etc.

The Citizenship & Civic Engagement Unit at SAN is an important and growing program at the South Asian Network, particularly in today’s political climate. We engage the South Asian American community in key areas such as U.S. Naturalization Assistance, Immigration Support and Services, Anti-Hate Crime Education, Advocacy, and Training, Non-Partisan Voter Registration & Engagement.

The Voices Against Violence Unit addresses issues of violence – including domestic violence, sexual assault, child abuse, digital abuse, stalking, human trafficking, and elder abuse. SAN Advocates
provide safety planning, case management, including shelter placement, court accompaniment and access to legal assistance. The Attorney would assist in Family cases related to violence and immigration.

POSITION RESPONSIBILITIES:

This position is funded by the California Department of Social Services through a contract with the Catholic Legal Immigration Network, Inc to build SAN’s capacity in providing legal services to the South Asian community. The immigration attorney will assist the gender-based violence unit as well as the citizenship and civic engagement unit.

The responsibilities of Immigration Attorney will include, but are not limited to:

- Assess cases for eligibility for an immigration benefit and process intakes
- Provide legal advice and direct representation to clients on a wide range of matters including naturalization, adjustment of status, special immigrant visas, asylum, U visa, T visa, TPS, DACA, deportation, removal defense, bond hearings and habeas petitions, and more.
- Represent clients before agencies and courts, such as the U.S. Citizenship and Immigration Services, the Executive Office for Immigration Review, the Board of Immigration Appeals, and the Ninth Circuit Court of Appeals.
- Assisting non-citizens with issues related to family-based petitions, including translating documents and providing information about the application process
- Advocating for clients in front of immigration judges or other government officials to help them obtain legal status in the US
- Reviewing clients’ records to identify any errors that may have occurred during previous applications or proceedings
- Conduct public educational presentations, know-your-rights workshops, naturalization clinics, and other events related to immigration law and the work of TLC.
- Manage client documentation and assist with data reporting and other administrative responsibilities as needed.
- Educating the community about hate crimes & providing legal support to hate crime victims
- Work with community partners, media, and legislators to advocate for fair immigration policies. This may include some writing of articles and/or testimonials.
- Provide legal research, writing and administrative support

ADDITIONAL RESPONSIBILITIES:

- Represent SAN in the public sector
- Assisting undocumented South Asians, in the form of one-on-one counseling and legal referrals.
- Support advocacy efforts at local, state, and national levels on behalf of immigrants.
- Must be able to work some evenings and weekends and have reliable transportation.

PHYSICAL REQUIREMENTS:

In an eight-hour workday, the employee must be able to bend and crouch occasionally, sit continuously and stand or walk frequently.

SKILLS AND EXPERIENCE:
● Juris Doctorate degree from an accredited law school and admission to CA bar
● 1 to 3 years of experience in practicing immigration law
● Knowledge of immigration law, statutes, practices, and procedures
● Experience working with people from diverse cultural and socio-economic background
● Able to handle multiple cases simultaneously
● Excellent research, writing, and analytical skills; detail oriented, with strong organizational, problem-solving, and communication skills; ability to work independently
● Dedication to serving immigrant communities and a sincere commitment to working on behalf of low-income immigrants and a deep commitment to civil rights and racial justice.
● Ability to work flexible hours, including occasional weeknights and weekends
● Valid California driver’s license, insurance, and vehicle that may be used during working hours.
● Bilingual skills (English + South Asian language)
● Ability to support the mission and philosophy of the South Asian Network.

DESIRABLE QUALIFICATIONS:
• Previous experience working with the South Asian community strongly preferred;
• Experience working with institutional partners to develop funding opportunities;
• Experience developing data tracking systems and setting metrics for success; and
• Self driven with the ability to work independently and creatively

To apply, please email a cover letter, resume with salary expectations, and writing sample to: saninfo@sansocal.org.

Application deadline: AS SOON AS FILLED

The South Asian Network is an equal opportunity employer that values diversity at all levels. All individuals, regardless of personal characteristics, are encouraged to apply.