



Immigration Attorney Legal Services South Asian Network: Artesia, Ca

About SAN:

The South Asian Network (SAN) is a 36-year old grassroots, community-based, nonprofit organization dedicated to advancing the health, well-being, and civil rights of South Asians living in Southern California. SAN is the only South Asian organization of its kind that provides outreach, direct services, and advocacy in the key areas: health and well-being, civic engagement, mental health, violence prevention and intervention, small business support, and youth and senior engagement. SAN embraces the diversity of the South Asian American community as strength and builds unity among South Asian and other immigrants in Southern California. The SAN team is composed of highly dedicated and diverse individuals who are passionate about issues such as social justice, empowerment, and diversity and inclusivity and provide trauma-informed care.

For more information about SAN, visit www.southasiannetwork.org.

About the Immigration Attorney Role:

Type: Full Time, Exempt

Salary/Wages: Ranges between \$65,000-\$75,000 and commensurate with experience; health/dental/vision insurance, PTO (vacation, sick, holidays) & option to enroll in retirement plan.

Location: Will be based out of SAN's main office in Artesia with visits to branch offices in Los Angeles & Inland Empire office as needed.

We engage the South Asian American community in key areas such as Immigrant Rights, Immigration Defense Legal Services, U.S. Naturalization Assistance, Anti-Hate Crime Education, Worker Rights, Advocacy, and Training, Non-Partisan Voter Registration & Engagement. SAN's Immigration Attorney will support our Legal Services and the Voices Against Violence Unit by providing application assistance for Asylum, Temporary Protected Status, VAWA, U-Visa, T-Visa, representing clients in removal proceedings, etc. Not only will they support community members by providing culturally and linguistically specific immigration legal services and advice, they will also be a spokesperson protecting the rights of South Asian and other immigrant communities in Southern California – meeting with elected officials, hosting know-your-rights workshops, participating in public protests, and speaking with members of the media.

POSITION RESPONSIBILITIES:

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

Legal Services (Direct Client Work):

- 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 Federal District 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.
- Assist non-citizens with issues related to family-based petitions, including translating documents and providing information about the application process
- Advocate for clients before immigration judges or other government officials to help them obtain legal status in the US

- Review clients' records to identify any errors that may have occurred during previous applications or proceedings
- Manage client documentation and assist with data reporting and other administrative responsibilities as needed.
- Contribute to grant reporting by providing data on cases/outcomes

Community Advocacy/Systems Change:

- Educate the community about hate crimes & provide legal support to hate crime victims
- Conduct timely public educational presentations, know-your-rights workshops, naturalization clinics, and other events related to immigration law and the work of SAN.
- Join Coalitions and Working Groups to support regional action for immigrants rights
- Provide up-to-date immigration related policy changes from the federal government and assess how/if community members should react
- Support community rapid response efforts when immigration enforcement occurs
- Support Communications staff with providing language and information for policy updates on SAN's media platforms
- 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
- Train and mentor legal interns and volunteers
- Facilitate case distribution of SAN's Pro Bono Attorney Network

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 Liaise with are Law Schools to bring on and support law students as Interns
- Develop Fellowship Program

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 or more years of experience in practicing immigration law
- Knowledge of immigration law, statutes, practices, and procedures
- 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
- Experience working with survivors of gender-based violence and providing trauma-informed care.

To apply, please email a cover letter, resume, and writing sample to:
saninfo@southasiannetwork.org.

Application deadline: UNTIL 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.