



ATTORNEY, IMMIGRATION COUNSEL FOR FOSTER YOUTH

CLASSIFICATION: Union – FLSA Exempt	SALARY: \$60,000 + DOE/DOQ
REPORTS TO: Directing Attorney	APPLICATION DEADLINE: Open until filled

Bet Tzedek, the House of Justice offers free legal assistance services to DCFS supervised children in need of assistance securing Special Immigrant Juvenile Status and adjusting to lawful permanent resident status. Bet Tzedek is seeking an determined, organized, and zealous bilingual advocate to serve as immigration counsel for these foster youth, representing unaccompanied children in Immigration Court, USCIS, and if necessary, Board of Immigration Appeals.

ESSENTIAL DUTIES:

- Conduct intake/interview of referred undocumented children;
- Represent children in affirmative and defensive immigration matters;
- Prepare immigration filings including SIJS, adjustment of status, and humanitarian immigration petitions;
- Appear before Immigration Court, USCIS, and Board of Immigration Appeals;
- Respond to Requests For Evidence (RFEs), Notices of Intent to Deny (NOIDs), and Denials;
- Work collaboratively with Bet Tzedek guardianship attorneys and immigration paralegal to ensure consistent practice and strategy;
- Supervise law clerks and volunteers assigned to undocumented minor cases; and
- Comply with case management and reporting procedures.

QUALIFICATIONS

- Active member of the California bar, in good standing;
- Demonstrated commitment to Bet Tzedek’s mission required, with at least 2 years of experience in public interest law preferred;
- Spanish-language fluency or high-proficiency (spoken and written) required;
- Asylum experience preferred;
- Experience supervising and coordinating volunteers preferred; and
- Minimum two years immigration removal defense experience.

HOW TO APPLY

- Email letter of interest, resume, and minimum salary requirement to resume@bettzedek.org. (Subject: “Immigration Attorney”)

Note: This position is part of a special program created using designated funds; there is no assurance of ongoing funding or employment beyond the period for which the funds are obtained.

To best serve our community Bet Tzedek seeks a diverse staff with cultural competency reflecting our client populations. We strongly encourage candidates from traditionally underrepresented communities and historically oppressed groups to apply.