



## JOB ANNOUNCEMENT

### STAFF ATTORNEY

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**Reports To:** Staff Attorney  
**Location:** San Jose, CA  
**Position:** SIREN invites applications from candidates seeking a full-time position

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**Organization Overview:** SIREN has evolved to become one of the premier immigrant rights organization in Northern California and has strengthened its infrastructure to become an anchor organization for immigrant rights in the Bay Area. SIREN is rare among immigrant and refugee rights organizations because it combines community organizing, policy advocacy, and immigration legal services. The combination of these three strategies contributes to SIREN's ability to provide strong leadership in immigrant integration. These three program areas serve as a model to improve the living conditions of immigrants: (1) Immigration Legal Services: to provide immigration legal application assistance, information, and education to immigrant and refugee communities in order that they may become full participants in society; (2) Community Organizing: to assist communities in tapping their potential for leadership and to allow empowerment, education, and communication among all communities; and (3) Policy Advocacy: to promote policies that protect immigrant rights and empower immigrants to make an impact on the political decisions that affect their lives.

The mission of SIREN is to empower low-income immigrants and refugees through direct services, community education and organizing, leadership development, and policy advocacy. We believe that all people regardless of legal status or nationality are entitled to essential services, human dignity, basic rights, protections, and access to full participation in society.

**Position Available:** The Staff Attorney must be passionate about SIREN's mission. The Staff Attorney is part of a legal department of immigration specialists and primarily responsible for providing client consultations with greater attention to complicated cases, representation, research, and analysis.

#### **RESPONSIBILITIES:**

- Litigate both affirmative and defensive cases before USCIS, EOIR, the BIA, and the 9<sup>th</sup> Circuit Court of Appeals. Responsibilities include, but are not limited to, interviewing potential clients and determining whether they qualify for relief, assisting them with any applications for relief, researching legal issues related to their claims, preparing all necessary filings, and representing them throughout their removal proceedings.
- Support the coordination and implementation of non-legal program activities such as educational orientations, workshops, and Citizenship Day.

#### **Organizational Development:**

- Work alongside a diverse legal team to create infrastructure and sustainability within the immigrant legal services program, including, but not limited to, managing in-house training opportunities for BIA accredited representatives and grow volunteer base for in-house legal assistance.
- Network to obtain external organizational support, to build collaborations that support legal program activities, and/or to refer clients to partners on issues outside our expertise.

### **Community Education & Advocacy:**

- Conduct presentations on various immigration related topics, when necessary and as needed.
- Perform other duties as assigned by Supervising Attorney.

### **EDUCATION AND EXPERIENCE:**

Have a U.S. law degree (J.D.) and active bar membership. Individuals with experience in immigration law, specifically in removal defense, will be given preference.

### **KNOWLEDGE & ABILITIES**

- Must be a fast and flexible learner and able to work in an organization with many moving parts
- Committed to the needs of the immigrant community and passionate about immigrant and human rights
- Bilingual/ Bi-literate in Spanish
- Knowledge of general office operations and have strong legal office organizational skills.
- Adept at public speaking and teaching in large groups and comfortable with conducting media interviews
- Ability to work under pressure and exercise flexibility as needed
- Ability to exercise sound judgment
- Ability to identify problems and develop creative solutions both independently and in cooperation with others
- Effective oral and written communication skills
- Ability to maintain a good working relationship with culturally diverse staff and clients
- Able, upon hire, to provide own transportation; with adequate insurance and a CA driver's license, when needed.
- Willing to work flexible hours as required by program

### **LICENSE AND CERTIFICATE**

Must be in good standing with the state bar (CA State Bar strongly preferred).

### **OTHER REQUIREMENTS**

- Ability to work on weekends/evenings and travel, as needed.
- Must have a valid driver's License, car insurance, and daily access to a car.

### **COMPENSATION**

**Salary & Benefits:** DOE. Comprehensive benefits package including medical, dental, and vision plans, 401k retirement plan, sick leave, holiday and paid vacation benefits. In addition SIREN offers Transportation Benefits (Transit and Parking), and Fitness Reimbursement.

**To Apply:** Please send a cover letter, resume, and three references. Cover letter should include a detailed description of the candidate's legal career and experience. Please email to **SIREN HR:** [HR@siren-bayarea.org](mailto:HR@siren-bayarea.org) and include Staff Attorney in the email subject. For more information, visit our website at [www.siren-bayarea.org](http://www.siren-bayarea.org).

*\*SIREN is an equal opportunity employer. We are committed to developing the skills and leadership of people from diverse backgrounds, especially individuals from immigrant and refugee communities. People of color, immigrants, women, LGBTQ persons, and persons with disabilities are encouraged to seek employment at SIREN.*