



STAFF ATTORNEY JOB DESCRIPTION

POSITION TITLE: Staff Attorney
REPORTS TO: Supervising Attorney
LOCATION: Burien, WA
HOURS: Full-time (may include evenings and weekends)

SUMMARY

Colectiva Legal del Pueblo (CLP) is hiring for a full-time staff attorney. Our immigration services include U-visas, Asylum and family petitions as well as representing clients in detained and non-detained removal proceedings. This position is based out of our Burien, WA office and may require some statewide travel.

ORGANIZATIONAL DESCRIPTION

Colectiva Legal del Pueblo is a non-hierarchical collective organization founded for and by undocumented immigrants working to build community leadership and power for migrant justice through legal advocacy and education.

Founded in November 2012 by a group of undocumented community organizers, activists and immigration attorneys who recognized the need to create an organization that provides legal support while building community power for migrant justice, we provide legal advocacy, community education and support to immigrant communities, as well as legal support, in general.

RESPONSIBILITIES OF THE POSITION

1. Because CLP is a non-hierarchical organization, all staff members play a key role in collective duties within the office including: daily operations, organizational development and governance.
2. Provide direct legal representation in immigration matters before U.S. Citizenship and Immigration Services, Immigration and Customs Enforcement, Immigration Court, Board of Immigration Appeals, the Ninth Circuit Court of Appeals and state custody

proceedings.

3. Conduct presentations, workshops, legal clinics and individual consultations in English and Spanish.
4. Provide support to community organizing projects and deportation defense campaigns in coordination with family members of clients and grassroots community partners.
5. Maintain and establish relationships with community-based organizations, community partners, immigration service providers, policy/advocacy groups and coalitions relevant to CLP's work.
6. Ability to work evenings and weekends when necessary.
7. Perform other tasks as required and directed by supervisory staff.

PROFESSIONAL EXPERIENCE REQUIRED FOR THE POSITION

1. Admitted to the bar of any state in the U.S. (state of WA preferred) or a BIA accredited representative able to represent clients before USCIS and Immigration Court.
2. Knowledge of Immigration law and 2 or more years of immigration law practice preferred; especially, experience in removal defense, U-visa and family petitions.
3. Fluent in Spanish. The position requires the ability to communicate daily through oral and written communication in both Spanish and English. Fluency in additional languages preferred.
4. Experience providing direct legal services to clients in crisis as clients will include survivors of trauma who have experienced domestic violence, sexual assault, and human trafficking.
5. Must have ability to work independently, solve problems and must be able to prioritize tasks, work well under pressure and meet tight deadlines.
6. Applicant must have valid driver's license and access to a vehicle as the position involves some travel, particularly to the Northwest Detention Center in Tacoma and Immigration Court in downtown Seattle.
7. Demonstrated commitment to immigrant rights and social justice issues.

COMPENSATION

Salary is \$50,000/year plus annual cost of living salary increases. Benefits package includes paid state bar dues, professional development & membership fees, and generous paid time off, vacation and sick leave.

TO APPLY

Please send resume, cover letter, writing sample (maximum of five pages, provide an excerpt if applicable), responses to supplemental questions listed below, and list of three references to jobs@colectivalegal.org. All documents must be attached in PDF format in one email with "Staff

Attorney Position” in the subject heading. Applications will be accepted on a rolling basis until position is filled. No phone calls please.

SUPPLEMENTAL QUESTIONS

Please answer the following questions:

1. Why do you want to work for Colectiva Legal del Pueblo? What draws you to this work?

Answer in 500 words or less.

2. How do you define social justice and what is the role of community organizing in social justice work? Answer in 500 words or less.

3. What does working in a collective mean to you? Answer in 500 words or less.

COMMITMENT TO DIVERSITY

CLP is an equal opportunity employer committed to diversity. We provide equal employment opportunities to all qualified employees/applicants in all of our employment practices without regard to race, religion, color, sex or gender (including gender identity, pregnancy, childbirth, lactation), sexual orientation, national origin, ancestry, age, marital status, medical condition, physical or mental ability, or any other basis protected by law.

We encourage applications from people of color, immigrants, women, people with disabilities, members of the LGBTQ community and other traditionally underrepresented groups.