



COMMUNITY ADVOCATE

ORGANIZATIONAL DESCRIPTION Colectiva Legal del Pueblo was founded in November 2012 by a group of undocumented and immigrant community organizers, activists and immigration attorneys. We recognized the need to create an organization that provides legal support while building community power for migrant justice. We are a non-hierarchical collective organization by and for undocumented and migrant communities. We also provide legal advocacy and support to people detained in the Northwest Detention Center (NWDC).

BRIEF JOB DESCRIPTION Colectiva Legal del Pueblo seeks a passionate, detail-oriented, and self-motivated Community Advocate to support our legal and organizing work. The Community Advocate reports to the Supervising Attorney and is responsible for providing the following services to survivors of crime in the target population which includes immigrants of different statuses, people of color, people with limited English proficiency, and immigrants facing housing issues. The Community Advocate is responsible for engaging clients, community, and social service providers to build trust and alliances, building working relationships with organizations that serve the target population, increasing their knowledge about the impact of violence and services available. The Community Advocate is also responsible in assessing and recommending clients with referrals to mental health evaluations for immigration court and the U.S. Citizenship and Immigration Service, therapists or mental health professionals, and our Cooperativa Vida program. The Community Advocate will work closely with staff attorneys, paralegals, and the Supervising Attorney to identify clients who would benefit from such assistance and will collaborate with staff attorneys in developing a client-centered wellness plan, including post-detention release plans. The Community Advocate will also be called to assist staff attorneys in client advocacy before the state, local, and federal agencies or institutions.

RESPONSIBILITIES & DUTIES OF THE POSITION

Specific Duties

- Provide Colectiva Legal del Pueblo (CLP) clients (focusing on survivors of crimes and violence) with information, coordination, and appropriate referrals to address various needs, including safety planning, housing, translation, protection orders, health services, counseling, education, employment, family law, public and alternative benefits or resources.
- Responsible for updating and creating bilingual materials to educate the larger community about the impact of violence on victims, services available, and referrals offered by CLP.
- Work with CLP's legal staff in an interdisciplinary manner to assess client needs.
- Work with CLP's Community Organizer to identify and engage clients into our Cooperativa Vida program, our newly developed program that uses culture and art to promote wellness, deportation defense, and environmental justice.
- Identify, connect and meet with clients and survivors of crime who have been affected by

immigration, detention and deportation, including former detainees, families of detainees, and families of deported immigrants.

- Work with Supervising Attorney to identify and disburse financial assistance to clients. Track and categorize financial disbursements by type of aid provided.
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- Coordinate and report to the Supervising Attorney and other staff to fulfill grant reporting requirements.
- Provide administrative support including inputting and maintaining confidential client information and records in Colectiva's electronic and hardcopy client management database.
- Maintain an ongoing caseload of clients with exceptional needs, including safety planning and post-detention release plans, as necessary.
- In coordination with the Supervising Attorney and Community Organizer, engage in outreach and community education in the interdisciplinary area of immigrant rights and social work.

General Duties

- Participate in CLP's collective work: weekly staff meetings, biannual retreats, work groups, staff fundraisers, and rotating, office cleanup duties.
- Attend other relevant internal, community, partner, and coalition meetings, gatherings, and trainings.
- Demonstrate an ability to communicate effectively with understanding and grace.
- Actively engage in personal and professional development to better support organizational mission.

Ideal Candidate will have the following experience:

1. Spanish fluency required.
2. Applicants with a mental health or social service background are strongly encouraged to apply.
3. Strong desire to work in a collective environment and in the continued development of our organization.
4. Past experience in helping or working with survivors of trauma in some capacity.
5. Past experience in client-centered advocacy of any kind.
6. Flexibility in weekly schedule that may include working some evenings and weekends.
7. Familiarity with current immigration issues and general demographics of Washington state.
8. Demonstrated understanding of and sensitivity to concerns and characteristics of detained individuals, asylum seekers, refugees, immigrants with criminal convictions and their families.
9. An advanced understanding of the ways violence can show up in the lives of immigrants, the etiology and treatment of trauma and related mental health conditions, and the skills to support goals related to safety, empowerment and recovery from trauma.
10. A strong background in working with immigrants and people of diverse life experiences and cultural backgrounds.
11. The ability to work sensitively with youth, children and families in crisis.
12. Ability to manage stress, handle a large caseload and work in a fast-paced environment.
13. Ability to develop nurturing and supportive relationships with clients.
14. A strong ability to work independently and collaboratively with others.
15. Strong writing, communication, interpersonal and organizational skills.

COMPENSATION

Salary is \$50,000/year plus annual cost of living salary increase. Benefits package includes paid professional membership and training fees, and generous paid time off, vacation and sick leave. Please inquire at interview about any other benefits we may be offering.

TO APPLY

Please send resume, cover letter, responses to questions listed below, and list of three references to jobs@colectivalegal.org. All documents must be attached in one single PDF in one email with "Community Advocate" in the subject heading. Applications will be accepted on a first-come, first-served 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.

CLP is an equal opportunity/affirmative action employer that provides 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.