



NEW POSITION ANNOUNCEMENT

STAFF ATTORNEY - IMMIGRATION LEGAL SERVICE

ABOUT KOREAN COMMUNITY CENTER OF THE EAST BAY

Since 1977, Korean Community Center of the East Bay (KCCEB) has been uniquely positioned to serve the Asian community in the Bay Area. After the 1965 Immigration Act which allowed for an influx of immigrants from Asia, KCCEB was one of five Bay Area organizations developed in the 1970s to support the resettlement and community health of Asian immigrants and refugees. KCCEB has evolved into a unique entry point for Korean and other immigrant children, youth, adults and families who have nowhere else to turn to for their essential support, including health access, social and legal counseling and case management, mental health, tobacco cessation education and support for survivors of IPV.

THE POSITION

In 2018, KCCEB is forming a management team that consists of Executive Director, Program Director, a team of Licensed Clinicians and a Staff Attorney. Reporting to the Program Director (PD), the Staff Attorney will be part of KCCEB management team. In this newly established role, the Staff Attorney will provide service and legal supervision of the Immigration Integration Program, for its immigration legal services and civic engagement efforts. The Immigration Integration Program received an accreditation from Department of Justice in 2011, and has been providing legally authorized immigration services. This is an extraordinary opportunity for an individual with legal expertise who is interested in learning team management & program development.

RESPONSIBILITIES

- Provide legal consultation, information, services and referrals to clients regarding immigration law, including naturalization, family-based petitions, adjustment of status, consular processing, fraud and criminal waivers, petitions to remove conditions on residence, and DACA;
- Recruit, train and supervise program staff, interns and volunteers who assist in the provision of direct services;
- Recruit, monitor and supervise *pro bono* attorneys working at legal clinics or taking on individual cases and provide guidance and training as needed;
- Represent KCCEB in various community collaborative, including the East Bay Naturalization Collaborative, and other *ad hoc* collaborative relating to current political climate;

- Determine strategic direction and programmatic priorities of immigration practice to encourage growth and development based on the changing needs of the community;
- Work closely with development staff to track contract and private funding deliverables, assess program progress, develop grant proposals, report to funders and support development staff in identifying, cultivating and pursuing new funding opportunities.

QUALIFICATIONS

- JD from ABA accredited law school or foreign equivalent law degree
- Good standing with the California State Bar
- Deep understanding of the needs of immigrant and refugee populations with limited English proficiency
- Have 1-3 year experience in working with immigrant and refugee population
- Bi-lingual in English and one of the following languages: Korean, Cantonese/ Mandarin, Spanish
- Experience in fund development and program development preferred
- Personal qualities of integrity, credibility, and a commitment to and passion for KCCEB's mission,
- Valid California Driver's License, clean driving record and insurable.

COMPENSATION AND BENEFITS

Salary range: \$50,000- \$60,000, commensurate with background and experience. Half-time, full time and contract options are available.

APPLICATION

Interested candidates should send a cover letter, resume, and 3 references to junelee@kcceb.org by April 30, 2018. Please include the position title in the subject line of your e-mail application.