



JOB ANNOUNCEMENT – JOB ANNOUNCEMENT

MANAGING ATTORNEY

About UFW Foundation: The UFW Foundation is a dynamic nonprofit organization created in 1974, by the late labor and civil rights leader Cesar E. Chavez, and relaunched in 2006. Our mission is to empower communities to ensure human dignity. Working alongside the UFW, the UFW Foundation won overtime pay after eight hours a day for California farm workers in 2016, and is working to expand these protections nationwide. The UFW Foundation has mobilized farm workers and their organizations across the country to advocate for immigration reform, pesticide protections, heat standards and other worker protections, taking hundreds of farm workers to Washington D.C. to lobby on their own behalf. Rooted in the community through its multiple service centers, the UFW Foundation is the largest federally accredited provider of immigration legal services in rural California. Recently, it established a deportation defense program, providing legal representation to immigrants detained in the Central Valley. The UFW Foundation reached more than 90,000 rural immigrants in 2018 through outreach, advocacy and services, and saved its constituents more than \$1.2 million in government immigration application fees.

Interested applicants must apply on ADP

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=d4adf621-74e5-4a21-b468-116dc9b3cb8e&cclid=19000101_000001&jobId=297132&source=CC3&lang=en_US

SUMMARY:

The Managing Attorney position will (1) provide oversight of their assigned team (staff attorney, legal assistant, and volunteers); (2) provide affirmative immigration relief services; (3) provide representation of clients in deportation proceedings; and (4) work closely with other UFW Foundation programs to drive an organizing culture which influences systemic change. There are three (3) Managing Attorney positions: **1 to Northern Central Valley, 1 to Southern Central Valley, and 1 to the Southern Central Coast. These are full-time exempt positions.** The Managing Attorney will be a member of the purpose of the Community Colleges Immigration Services Project whose goal it is to provide students, staff, and faculty free immigration legal services, including education and outreach services, on campus as well as through the UFW Foundation's Teleconsulta services, (Telemedicine model for immigration consultations).

The UFW Foundation seeks an individual with law practice experience and/or experience working with immigrant communities that can help the organization, in collaboration with the UFW Foundation's various programs and departments, as well as its partners, to develop a service delivery model that will maximize the limited resources in rural communities and leverage relationships from urban centers.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING: (This is not an exhaustive list)

- Provide services to community college students, staff, faculty and their families with affirmative immigration benefits and applications, as well as removal defense cases;
- Assess immigration relief needs of community college students, staff, faculty and determine eligibility for available immigration benefits, including but not limited to: naturalization, DACA renewal, employment authorization, family-based petitions, adjustment of status, and renewal of permanent resident card, asylum, and removal defense issues;
- Attend all “triage” meetings as scheduled to screen for potential clients;
- Collaborate with other department leadership and staff members to ensure broadest impact;
- Conduct Know Your Rights presentations and naturalization/DACA renewal group processing events;
- Development of community education materials regarding removal defense immigration benefit resources and Know Your Rights;
- Explain initial and/or appeal processes and timelines;
- Give clients a clear analysis on their cases, relief options and next steps;
- Identify trends in Department of Homeland Services practices and community needs that will help inform advocacy efforts;
- Prepare and submit applications, legal briefs, and supporting documentation for immigration relief, including but not limited to: naturalization, DACA renewal, employment authorization, family-based petitions, adjustment of status, and renewal of permanent resident card, asylum, and removal defense issues;
- Prepare and submit reports to program funders as assigned;
- Provide trainings and technical assistance to UFW Foundation staff, volunteers and partner organizations;
- Regular travel to necessary court hearings and trainingscommunity college campuses where assigned and to UFW Foundation service center(s);
- Responsible for administering the program in their designated region, which includes the following: implement office policies and procedures, manage grant results as it relates to their designated region, ensure staff attorney and DOJ Accredited Representatives competently handle cases and maintain well-documented files, supervise staff attorneys, support staff, and volunteers, manage independent caseload, engage in community education events as needed on immigration issues, and develop community partnerships.
- Review criminal dispositions and analyze immigration consequences;
- Serve as a spokesperson for the Community Colleges Project in your respective region;

- Support UFW Foundation member services department application workshops and other events, when possible;
- Work closely with Staff and Directing Attorneys to maximize case output;
- Work diligently to file cases;
- Support UFW Foundation's fundraising goals; and
- Other tasks as needed.

SUPERVISING RESPONSIBILITIES:

- Train, supervise, and manage staff attorneys, support staff members, fellows, and interns; and
- Identify on-going training needs for their region to ensure staff attorneys, service providers, legal assistants, and others maintain competency in immigration law.

MINIMUM REQUIREMENTS AND/OR QUALIFICATIONS:

- Bilingual, Spanish language;
- Licensed attorney in good standing;
- 3+ years of affirmative immigration relief services and strong knowledge of immigration remedies required;
- Detail oriented and strong writing skills;
- 1-2 years of supervisory experience;
- Excellent interpersonal skills, including good communication skills, listening skills and attitude;
- Ability to work both independently and under supervision;
- Ability to work flexible hours, including some evenings and weekends;
- Ability to keep track of projects and deadlines, and communicate progress in real-time.
- Problem solving/analysis and results driven;
- Dedication to mission. A genuine interest in immigrant and farm worker rights.
- Si Se Puede (It Can Be Done) attitude. The embodiment of a personal spirit that promotes confidence, courage and risk-taking.
- Valid driver's license, access to an automobile, insurance, and willingness to drive to off-site locations.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or

ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write legal briefs, reports, business correspondence, and procedure manuals. Requires ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PREFERRED REQUIREMENTS AND/OR QUALIFICATIONS:

Previous experience working with the Latino community.

ADDITIONAL AND/OR SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS:

None.

EDUCATION and/or EXPERIENCE:

Juris Doctor and three years or more of related experience and/or training; or equivalent combination of education and experience. Microsoft Office (Word, Excel, Outlook) experience.

CERTIFICATES, LICENSES, REGISTRATIONS:

Licensed attorney in good standing.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and reach with hands and arms. The employee frequently is required to stand, walk, sit, and talk or hear. The employee must regularly lift, move, carry, push, or pull up to 10 pounds and occasionally lift, move, carry, push, or pull up to 25 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Compensation and Benefits:

Salary: \$70,000 - \$75,000. The UFW Foundation offers employer-paid family medical, dental, and vision benefits with a small employee contribution, employer sponsored pension plan with an employee self-contribution option, option to participate in a non-match 401k, and generous paid leave (including holidays, vacation and sick leave).

HOW TO APPLY:

Applicants must submit the following via our ADP recruitment link.

- Cover letter
- Resume
- Brief writing sample (5 pages or less)

Only those applicants selected for interviews will be contacted. **No phone calls, please**

UFW Foundation believes a strong commitment to equal employment opportunity is more than a legal and moral obligation - it is also sound business practice to realize the potential of every individual. In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the UFW Foundation will be based on merit, qualifications, and abilities. Except where required or permitted by law, employment practices will not be influenced or affected by an applicant's or employee's race, color, religion, sex/gender, gender identity, gender expression, sexual orientation, marital status, medical condition, military or veteran status, national origin, ancestry, disability, genetic information, age, or any characteristic protected by law.

UFW Foundation believes in second chances. As an organization, we will rely on individualized assessments in the hiring of those with past criminal convictions. We encourage all qualified applicants to apply for a position fighting for our immigrant communities!

This policy governs all aspects of employment, including selection, job assignment, compensation, counseling, discipline, termination, access to benefits and training. UFW Foundation will make reasonable accommodations for qualified individuals with qualified disabilities under the Americans with Disabilities Act unless doing so would result in an undue hardship.

UFW Foundation is an Equal Opportunity Employer.