



CARECEN

LATINO RESOURCE AND JUSTICE CENTER

Strengthening the Latino Community in the Washington, D.C. Area

DIRECTOR OF LEGAL SERVICES

Since 1981, the Central American Resource Center (CARECEN) has fostered the comprehensive development of the Latino community in the Washington metropolitan region by providing direct services, while promoting grassroots empowerment, civic engagement, and human rights advocacy.

CARECEN was originally founded to protect the rights of refugees from conflict in Central America and provide direct legal services that would ease their transition to their new life in the United States. Over time the organization has evolved and grown with the population into broader areas of community service and economic development, establishing itself as a strong advocate on critical policy issues related to immigration, housing, and civil rights. CARECEN's programs are available to low and moderate-income Latinos in the Washington metropolitan area.

CARECEN seeks an energetic attorney with a commitment to social justice to fill the position of Director of Legal Services. The Director of Legal Services will contribute to the strategic advancement of CARECEN's mission, be dedicated to building a robust legal practice through direct service delivery, legal staff supervision, grant management, fundraising, outreach and collaboration with coalition and community stakeholders, and advocacy initiatives.

Responsibilities:

The Director of Legal Services is a member of the management team and will report directly to the Executive Director. Specific duties include:

Client Representation

- Expected to carry caseload

Litigation Strategies

- Provide advice and counsel to legal team of Accredited Representatives on legal issues that arise in the course of direct representation.

Supervision, Training & Mentorship

- Support, train and mentor legal staff and pro bono attorneys on cases, best practices and ethical representation.
- Work on cases and be an available and approachable resource to attorneys/advocates for legal questions as they arise in their cases.

Programmatic Responsibilities

- Monitor relevant cases and new laws, and keep the practice informed of developments relevant to immigration practice
- Update an accessible and extensive resource bank of relevant immigration checklists, motions, briefs, and tools for mentoring pro bono attorneys and legal staff.
- Plan, implement and carry out trainings for legal and non-legal staff
- Develop policy responses to increase CARECEN's capacity to influence local and national policy

Knowledge Management

- Coordinate the continued development of internal and external training materials
- Maintain tools for sharing best practices and preserving institutional knowledge
- Plan and execute continuing legal education for current immigration staff
- Develop and maintain an expert database

Leadership

- At CARECEN's direction, serve as representative of the legal department internally and externally
- Must be able available to work some weekends and evenings

Required Qualifications:

- Juris doctorate degree with current bar membership in good standing to practice law in any state or the District of Columbia
- Minimum of 5 years of immigration law experience, preferably "crim-imm" practice, or relevant/equivalent practice
- Demonstrated commitment to working with low-income and/or low literacy immigrants
- Experience supervising and training other attorneys and staff
- Passion for teaching immigration legal issues to advocates with less experience
- Demonstrated strong research and writing skills
- Strong analytical and strategic thinker with experience developing litigation tactics to advance the law and address systemic problems
- Track record of assuming leadership roles and responsibilities
- Strong communication and interpersonal skills
- Self-motivated and able to work independently as well as collaborate with diverse groups, including community members, government officials, funders and media
- Excellent organizational skills
- Verbal and written Spanish fluency required

Benefits:

Salary commensurate with experience. Competitive benefits package includes employer-paid medical, dental, vision, and basic life insurance, vacation, holidays, and sick-leave. You will be joining a team of committed and dedicated individuals who work tirelessly to ensure the advancement of the Latino community in our region.

Application Process:

Applicants with professional, volunteer, and/or personal ties to the low-income immigrant communities in the metropolitan Washington, DC area are encouraged to apply. Applications received by January 31, 2018 will be given priority. Decisions will be made as soon as an appropriate candidate is identified.

Those interested should send a resume and cover letter in PDF format via email to legaldirectorapp@carecencdc.org. No phone calls please.

CARECEN is proud to be an equal opportunity employer, committed to inclusive hiring, and dedicated to diversity in our work and staff. We strongly encourage candidates of all identities, experiences, orientations, and communities to apply.