



**CARECEN**

LATINO RESOURCE AND JUSTICE CENTER

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

## **Deputy Director, Legal Services Program**

### **Job Announcement**

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

CARECEN's Legal Services Program provides low-income immigrants and Latino/as in the Washington metropolitan area with affordable, high-quality immigration law assessment and representation in a wide variety of legal matters, including family-based petitions for adjustment of status and consular processing, citizenship and naturalization, humanitarian relief such as U (visa) nonimmigrant status, green card and work permit renewals for asylum, Deferred Action for Childhood Arrivals (DACA), Temporary Protected Status (TPS), and others. Additionally, CARECEN provides general immigration consultations on a regular basis. This is a full-time position under the supervision of CARECEN's Director of Legal Services (LD).

#### **Position Overview:**

CARECEN seeks a Deputy Director of Legal Services to support CARECEN's Legal Services Program and assist clients with immigration law-related matters. The Deputy Director of Legal Services' essential duties include the following:

- Maintain a caseload and represent clients before USCIS, CBP, ICE, EOIR, and other government agencies, if and when necessary.
- Provide excellent customer service and lead efforts to maintain regular communication with clients related to their case status.
- Update relevant immigration checklists, databases, protocols, and scripts for client communication and legal staff training.
- Together with the LD and in the LD's absence, advise/counsel, train, and mentor the legal team of immigration paralegals/DOJ accredited representatives, legal assistants, interns, pro bono attorneys, and volunteers on legal issues that arise in the course of consultations, screenings, and/or direct representation. Be available and approachable resource for the legal team for technical questions as they arise in their cases.
- Together with the LD, plan, implement, and carry out trainings for legal and non-legal staff.
- Monitor relevant cases law and immigration policy. Keep the practice informed of developments relevant to immigration practice.
- Develop policy responses to increase CARECEN's capacity to influence local and national policy.
- Track program data and draft reports for grant proposals and management.
- Other duties that pertain to CARECEN's work as assigned.

#### **Candidate Qualifications:**

- *Juris Doctor* and state bar admission with at least three years of experience in immigration law and/or non-profit management, preferred.

- If Department of Justice (DOJ) accreditation is required, CARECEN will serve as sponsoring organization.
- Bachelor's degree (an undergraduate-level) and have been a fully-accredited legal practitioner with a non-profit organization for at least five years. Eligibility to apply for DOJ accreditation.
- Associate's degree and have been a fully-accredited legal practitioner with a non-profit organization for at least five years. Eligibility to apply for DOJ accreditation.
- Written and verbal fluency in Spanish and English is required. Conversational ability in Amharic, Chinese, or French is a plus.
- Ability to draft, edit, and translate documents from Spanish to English and vice versa.
- Candidates should demonstrate a commitment to community service.
- Exhibit patience and support clients with low-literacy, developmental disabilities, and/or native speakers of languages other than English and Spanish. Engage Language Line, as appropriate.
- Awareness and sensitivity of the challenges involved in working with limited-English proficient clients.
- Ability to work on multiple projects at the same time and meet deadlines is required.
- Maintain a high level of attention to detail.
- Demonstrated strong research and writing skills for legal assignments as well as grants management and reporting.
- 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.

Please Note: There is an occasional need to work on weeknights and weekends for outreach activities and to conduct workshops.

**Compensation and 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.

**To Apply:**

Applicants with professional, volunteer, and/or personal ties to the immigrant and Latino communities in the Washington, DC metropolitan area are encouraged to apply. Those interested should e-mail a cover letter, resume, and list of three professional references to [legaljobs@carecencdc.org](mailto:legaljobs@carecencdc.org). Please include in the subject line: Deputy Director of Legal Services.

No phone calls please. Applicants are encouraged to apply by Friday, September 20, 2019 but all applications will be considered on a rolling basis until the position is filled. Only applicants selected for interviews will be contacted.