



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/a/x 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 fleeing 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 immigrants and Latinos/as/xs 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.

Position Overview:

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 focused primarily on CARECEN's two main legal pillars: citizenship/naturalization and family-based petitions, as well as services for survivors of crime focused on U Visa representation.

Supervision, Training, & Mentorship

- Counsel the legal team of at least one attorney legal fellow, two DOJ accredited immigration paralegals, and two legal assistants on issues that arise in the course of direct client representation.
- Support, train and mentor legal staff and pro bono attorneys on client case matters, best practices, and ethical representation.
- Be available and approachable for 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.

Grant Management, Fundraising, and Generating Fees

- Oversee the grant proposal writing process to fund overall program budget.
- Manage data collection to assess client capacity and anticipate workload.
- Draft monthly reports for the Board and quarterly reports for grantees.

Relationship Management

- At the direction of the Executive Director, represent CARECEN and/or the legal services program internally and externally before elected officials, partner organization, media, and others.
- Maintain pro bono relationships with partner law firms and fellow organizations.
- Develop new relations with other private legal providers.

Candidate 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, with a focus on family-based petitions, both adjustment of status and consular processing, citizenship/naturalization, and U Visa cases.
- Demonstrated commitment to working with low-income and/or low literacy immigrants.
- Experience supervising and training other attorneys, paralegals, and pro bono attorneys.
- 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.
- Written and verbal fluency in Spanish and English is required. Conversational ability in Amharic, Chinese, or French is a plus.

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 and immigrant 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. Those interested should e-mail a cover letter, resume, and list of three professional references to LegalDirector@carecencdc.org. Please include in the subject line: Director of Legal Services.

No phone calls please. Applicants are encouraged to apply by Friday, December 6, 2019 but all applications will be considered on a rolling basis until the position is filled. Decisions will be made as soon as an appropriate candidate is identified. Only applicants selected for interviews will be contacted.

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.