



JOB ANNOUNCEMENT: SENIOR LEGAL ADVOCATE, IMMIGRATION

About Survivor Justice Center

Survivor Justice Center “SJC” formerly known as the Los Angeles Center for Law and Justice, is a nonprofit law firm serving survivors of domestic violence and sexual assault throughout Los Angeles County. Our mission is to secure justice for survivors and empower them to create their own future. While SJC’s primary practice areas are family law and immigration, we strive to provide clients with holistic legal services and have a growing criminal justice advocacy and appellate practice. SJC serves clients using an integrated legal/social worker service model whereby community advocates work alongside attorneys to provide supportive services such as accompaniment, education, safety planning, and linkages to other service providers. SJC is committed to a trauma-informed, culturally-responsive workplace and service-delivery model.

The Position

Survivor Justice Center is seeking experienced Senior Legal Advocates (for both full-time and temporary roles) with a strong commitment to public interest law and social justice advocacy to provide litigation and case management support for a team of immigration attorneys. Competitive candidates will have 3+ years of experience providing immigration-focused legal support and are preferably authorized by the Department of Justice as an accredited representative. Job responsibilities include:

- Preparing correspondence, memoranda, legal forms and related attachments, notices, declarations and other necessary legal forms under attorney supervision
- Preparing client evidence for court or other types of filing
- Conducting interviews and engaging in fact-gathering with clients
- Providing case-related information to clients
- Communicating with clients, law enforcement, and government agencies
- Performing legal research to assist attorneys as necessary, especially with requests for evidence, motions, appeals and other complex matters
- Performing searches, retrieving documents and making copies of filings
- Translating documents from Spanish to English (and vice versa), and coordinating with translators as needed to obtain translations and interpretation services
- Calendaring deadlines and events for client matters
- Faxing, scanning and mailing documents

- Preparing, organizing, and maintaining accurate electronic files for clients
- Actively participating in team and all-staff meetings, taking leadership or training initiative whenever possible
- Mentoring legal assistants and legal advocates by providing guidance, technical assistance, and fostering professional growth through collaboration
- Serving as a leader and resource for legal assistants and advocates, sharing knowledge, modeling professionalism, and promoting a positive organizational culture through respectful communication and support for mission objectives
- Adhering to all SJC policies and procedures
- Other tasks and duties as assigned

Job Requirements

- Bachelor's degree or associate degree with a Certificate of Completion from a paralegal program approved by the *CA Bureau for Private Postsecondary and Vocational Education*
- 5+ years of experience providing legal support to an experienced attorney or, 3+ years if experience is directly related to SJC's area of legal practice
- Knowledge of civil filing procedures and deadlines
- Familiarity with EOIR and USCIS forms and deadlines, especially those related to VAWA, U Visa, T Visa, SIJS, and Adjustment of Status
- Willingness to complete the education and training requirements to become an accredited Department of Justice representative (if not already accredited)
- Commitment to trauma-informed advocacy, cultural responsiveness, empathy, responsive listening, and demonstration of authentic care and concern
- Strong interpersonal skills and an ability to work collaboratively with people of diverse backgrounds
- Fluency in both English and Spanish (written and verbal)
- Excellent written and oral communication skills
- Excellent organizational and time management skills
- Proficiency in Microsoft Office particularly Outlook, Word, Excel, PowerPoint, Teams and SharePoint

Preferred candidates will have one or more of the following

- Full or partial accreditation as a Department of Justice Representative
- Demonstrated commitment to and experience in public interest law
- Experience and interest in working with low-income survivors of domestic violence, sexual assault or human trafficking and/or immigrant populations
- Experience with high volume client or customer service

Working Conditions and Physical Requirements

- Work will be performed in an office or remotely, at a workstation, and requires the use of office equipment such as computers, copiers, telephones and postage machines
- The position requires concentration on tasks while facing distractions
- This position requires applicants reside in Los Angeles County.
- This position requires attendance at meetings, both remote and in person, in and outside SJC's office located at 5301 Whittier Blvd, Los Angeles
- This position requires the ability to work from and travel between SJC's office and other locations across Southern California to meet with clients, go to Court locations, and attend required staff events

Salary and Benefits

The full-time Senior Legal Advocate position is a 35-hour/week, non-exempt position with a hourly pay range of \$34-38 per hour depending on experience and accreditation. The Center offers a generous benefits package for full-time employees that includes: a 35-hour workweek, generous paid vacation, sick leave and holiday time off, 100% employer-paid medical, dental, long-term disability, and life insurance for employees. Additional benefits include: a 403(b) plan with matching, flexible savings accounts, and supplemental insurance offerings. The Center is an eligible nonprofit employer for the Public Service Loan Forgiveness (PSLF) Program.

To Apply

Interested candidates should email a cover letter and resume to Marilyn Florentino at marilyn@survivorjusticecenter.org. Please write "Senior Legal Advocate" in the email subject line. Applications will be reviewed on a rolling basis and accepted until the position is filled.

Survivor Justice Center is an equal opportunity employer and does not discriminate on the basis of age (40 and over); ancestry; color; ethnicity; religious creed (including religious dress and grooming practices); denial of family and medical care leave; disability (including mental and physical disability); marital status; medical condition (cancer and genetic characteristics); genetic information; military and veteran status; national origin (including language use restrictions); race (including traits historically associated with race - which includes but is not limited to - hair texture and protective hairstyles); sex (including pregnancy, childbirth, breastfeeding, and medical conditions related to pregnancy, childbirth, or breastfeeding); gender (including gender identity and gender expression); sexual orientation; and any other characteristic protected by State or federal law.