



www.ccyoso.org

125 Corporate Place, Suite A,
Vallejo, CA 94590
(707) 644-8909

620 Main Street,
Woodland, CA 95695
(530) 241-4081

Job Title:	Managing Immigration Attorney	Job Category:	Exempt Employee
Department/Group:	Immigration	Travel Required:	Yes
Location:	Vallejo & Woodland	Reports To:	Deputy Director
Position Type:	Full Time (35 hours)	Salary	Commensurate with Experience

Catholic Charities of Yolo-Solano (CCYS) is a non-profit organization serving low-income individuals and families in need in the counties of Yolo and Solano since 1942, offering services that promote human dignity and advance social justice.

Position Description

The Managing Attorney is responsible for the oversight and supervision of all Immigration Legal Services components. The Managing Attorney is responsible for administering the program, supervising staff and volunteers, managing an independent caseload, community outreach education on immigration issues and developing community partnerships. In addition, the Managing Attorney will be responsible for the development of all policies and procedures including appointment scheduling, record keeping, fee scale and intake processes. The Managing Attorney will also serve the low-income immigrant population and assisting them towards self-sufficiency and financial independence through trustworthy and high-quality immigration legal services.

Essential Duties and Responsibilities: *Duties include the following (other duties may be assigned):*

- Administration of Immigration Legal Services:
 - Continue development and implementation of office policies and procedures.
 - Manage various grants to ensure requirements are met, prepare grant reports, identify new grant funding sources, and prepare grant proposals.
 - Develop and maintain a working budget including fee for service and grant revenue.
 - Conduct on-going assessment of needs for additional resources.
 - Submit monthly programmatic reports to Deputy Director in a timely manner.

Leadership and Management: Applies the professional skills and knowledge to perform work without specific directions using considerable judgment.



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- Supervise DOJ Accredited staff, non-legal staff, volunteer attorneys and non-attorney volunteers to ensure a high standard of representation and client service.
- Collaborate with the Deputy Director to develop ILS Program infrastructure and professional growth of ILS staff members.
- Provide strong leadership to immigration legal services staff that engender trust and respect, and that build effective working relationships
- Conduct regularly scheduled meetings, supervisions, technical skill development for the immigration legal services staff and volunteers.
- Ensures compliance with professional practice standards. Develops and reviews ILS Program policies & procedures and quality control measures.
- Provides financial oversight for the ILS Program by adhering to the approved budget, collaborating with Deputy Director to address budgetary issues.

ILS Program Operations:

- Conduct internal audits, procedure reviews, and other activities to monitor and improve CCYoSo's ILS Program and adhere to California State Bar standards of professional ethics.
- Oversee document & data management, retention and storage of confidential case files and program data.
- Produce reports for the Deputy Director, funders and regulatory agencies as assigned.
- Participate in internal and external meetings and committees, as directed by the Deputy Director.
- Responsible for grant management and grant compliance of deliverables.
- Increase the visibility of the ILS program by coordinating discussions, community presentations and immigration workshops through Solano and Yolo counties.

Practice of Immigration Law:

- Understand and adhere to Rules of Professional Conduct, ensure there is no unlawful practice of immigration law within CCYoSo's ILS Program.
- Carry a reasonable caseload of immigration matters including representation in removal proceedings.
- Represent clients before USCIS and prepare applications for family-based immigration, adjustment of status, consular processing, DACA, U Visas, VAWA and T Visas, among others.
- Provide consultation, assessment to determine eligibility for immigration relief.



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Minimum Qualifications:

Education: Juris Doctor degree from either a CA-accredited law school or ABA-accredited law school.

Experience: 5 to 10 years of experience in a broad range of immigration law.

Skills/Knowledge:

- Understands CCYS mission and is responsible, adaptive, resourceful, innovative & solution focused and team oriented.
- Must have demonstrated ability to manage operations in a complex, face-paced nonprofit environment that serves low-income communities with diverse cultural backgrounds
- Must have thorough working knowledge of Microsoft Office Suite, Google Suite, Cerenade's eImmigration Software
- Minimum of 2 years experience managing and training attorneys and non-attorneys
- Experience managing substantial immigration caseloads and strategic planning
- Experience in litigation and client advocacy. Demonstrated legal research and legal writing skills.
- Must have ability to produce and analyze reports consistently and accurately, and write business correspondence and agency policies/procedures
- Must have ability to effectively present information and respond to questions from groups of employees, clients, funders, faith-based groups, government agencies, media, and the public.
- Must have ability to read, understand, apply language and concepts, and make independent decisions based on policies, governmental regulations, technical procedures, general business periodicals, professional journals, and contracts.
- Must have demonstrated analytical, critical thinking, problem-solving, strategic thinking, negotiating, and planning skills.
- Must have conflict resolution skills. Must have demonstrated customer service skills.
- Must be results-oriented, highly organized, detail oriented, proactive, resourceful, able to manage multiple high-level projects with strict timetables, and have solid administrative follow-through while working in a fast-paced environment.
- Must read and communicate orally and write in English.
- Must pass all post-contingency offer background checks, reference checks and mandatory training.



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Applicants must submit resume, cover letter, and three professional references to Carolina Estrada at jobs@ccyoso.org for consideration.

Only those applicants selected for interviews will be contacted and required to fill out additional supplement forms.

No Phone calls please. Position is open until filled

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