

# Job Announcement



**THE ORGANIZATION:** Opening Doors is a nonprofit organization that helps underserved Sacramento area residents to achieve self-sufficiency and increased assets by accessing opportunities to mainstream economic, legal and social systems. The organization assists clients through refugee resettlement and cultural orientation; case management for foreign-national survivors of human trafficking; low-cost immigration legal services; increased knowledge and skills in personal financial management; and business training, counselling and microloans. Additionally Opening Doors provides administration and leadership of the Sacramento Area Rescue and Restore Coalition to combat human trafficking.

The organization has undergone a period of growth and infrastructure development during the past five years, and is well poised for future continued growth and expanded impact. With an operating budget of about \$2.5 million, Opening Doors has a staff of 30+ part- and fulltime staff from diverse parts of the world.

**Position Title:** Staff Attorney  
**Report To:** Director of Operations  
**Date Needed in Position:** Immediately

**SUMMARY:** The Immigration Legal Services (ILS) Program Coordinator/Staff Attorney oversees the operation of a growing program that provides immigration legal services, combined with social service assistance and referrals to victims of human trafficking and violent crimes. He/she also provides legal services including family-based immigration, naturalization, and consulate processing family law to other low-income immigrants who would not otherwise be able to afford this legal assistance. He/she works closely with the Survivors of Human Trafficking Program.

**Education and/or Experience:** Bachelor's degree (B. A.) from four-year College or university and a J.D. Degree.

**Language Skills:** Spanish *strongly* preferred.

**Key Responsibilities:** The essential duties and responsibilities of this position include the following. Other duties may be assigned in the sole discretion of the Organization:

- Advises clients as to legal rights and represents them in court, before quasi-judicial and/or administrative agencies of government.
- Interprets laws, rulings, and regulations for individuals.
- Confers with colleagues with specialty in area of law to establish and verify basis for legal proceedings.
- Drafts legal documents as necessary and based on client's needs.
- Work closely with the Survivors of Human Trafficking staff to provide immigration legal services as needed and when funding is available to trafficking survivors.
- Provide overall management to the Immigration Legal Services Program.
- Build program capacity by creating a strong legal office infrastructure including improved program policies and procedures.

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- Develop and maintain a clear understanding of the Immigration and other Legal Services fields nationally, regionally and locally. Stay abreast of changes in immigration and other applicable law.
- Develop program goals and objectives as well as mechanisms for measuring program's success in achieving goals. Oversee data collection that supports program measurements.
- Conducts research, interviews clients, and witnesses and handles other details to initiate legal action.
- Prepares legal briefs, develops strategy, arguments and testimony in preparation for presentation of case.
- Assists management and/or the Senior Accountant in developing an annual program budget. Ensure expenditures are within the budgeted amounts and assist in preparing budget revisions as needed throughout the year.
- Tracks time as appropriate and complete monthly Deferred Revenue reports on a timely basis.
- Prepare and submit periodic program and financial reports required by supervisor, CEO, board, grantors and other funders.
- Train interns in ILS functions and oversees their performance. Ensures intern performance evaluations are completed in a timely manner.
- Builds and maintains relationships with partner or potential partner organizations that can further the ILS program's goals.
- Maintains an environment that enhances a positive self-image of Opening Doors' clients and staff, and preserves human dignity.

**Requirement/Competencies:** To perform the duties of this position successfully, an individual must demonstrate the following competencies:

- Adaptability: Adapts to changes in the work environment; change approach or method to best fit the situation. Able to deal with frequent change, delays, or unexpected events. Required to work a flexible schedule to facilitate program services that may include nights and weekends.
- Attendance/Punctuality: Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.
- Business Acumen: Experience in philanthropy, not-for-profit management and governance, and community relations, knowledge of fund development is essential. The CEO must be a strong grant-writer with a proven track record of attracting and retaining funding sources. Experience with business lending or micro-lending, or ability to quickly learn about underwriting and portfolio management in the micro-lending arena is required.
- Change Management: Develops workable implementation plans; Communicates changes effectively; builds commitment and overcomes resistance; prepares and supports those affected by change; monitors transition and evaluates results.
- Client services: Manages difficult or emotional client situations; responds promptly to client needs; responds to requests for service and assistance; meets commitments.
- Computer skills: Must have basic computer abilities including Microsoft Office (Word, Excel, Outlook and PowerPoint) and a willingness to learn other programs maintained by the agency.
- Cost Consciousness: Works within approved budget; develops and implements cost saving measures; contributes to profits and revenue; conserves organizational resources.

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- Delegation: Delegates work assignments; Matches the responsibility to the person; Gives authority to work independently; Sets expectations and monitors delegated activities; Provides recognition for results.
- Diversity: Shows respect and sensitivity for cultural differences. Ability to provide culturally-sensitive inputs to staff and clients, and to take cultural differences into account in program design and leadership.
- Innovation: Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Presents ideas and information in a manner that gets others' attention.
- Interpersonal Skills: Focuses on solving conflict, not blaming; maintains confidentiality; keeps emotions under control; remains open to others' ideas and to trying new things.
- Managing People: Includes staff in planning, decision-making, facilitating and process improvement; takes responsibility for subordinates' activities; makes self-available to staff; provides regular performance feedback; develops subordinates' skills and encourages growth; solicits and applies customer feedback (internal and external); fosters quality focus in others; Improves processes, products and services.; continually works to improve supervisory skills.
- Organizational Support: Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values.
- Planning/Organizing: Prioritizes and plan work activities; use time efficiently.
- Problem Solving: Identifies and resolves problems in a timely manner; gathers and develops alternative solutions; works well in group problem solving situations.
- Professionalism: Approaches others in a tactful manner; treats others with respect and consideration regardless of their status or position; maintains healthy communication and proper boundaries.
- Strategic Thinking: Develops strategies to achieve organizational goals; understands organization's strengths & weaknesses; analyzes market and competition; identifies external threats and opportunities; adapts strategy to changing conditions.
- Teamwork: Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; supports everyone's efforts to succeed.
- Written/Verbal Communication: Writes/speaks clearly and informatively.

## QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required for this position. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions of this position unless doing so would impose an undue burden on the organization.

- Education and/or Experience: JD degree from an accredited law school and admission to bar in any state. Or Accreditation from/willingness to apply for Accreditation with the Board of Immigration Appeals (BIA)
- Language Skills: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business

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correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

- **Mathematical Skills:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.
- **Reasoning Ability:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

- Possession of a valid driver's license and vehicle insurance.
- Member of the California Bar Association

## **PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT**

The following demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the job. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions.

While performing this job, the employee is required to sit often and use their hands and fingers, to handle or feel and to manipulate keys on a keyboard, The employee is occasionally required to stand, walk, reach with arms and hands, lift approximately 20 pounds on occasion, and to stoop, kneel, or squat, and drive on occasion. The noise level in the work environment is usually quiet to moderate.

We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a medical examination, and skill and agility tests.

## **HOW TO APPLY:**

Interested candidates should email a resume and cover letter to:

[humanresources@openingdoorsinc.org](mailto:humanresources@openingdoorsinc.org). Include "Staff Attorney – [Your name]" in the subject line. **No phone calls please.**