



Job Announcement

Position title: Staff Attorney
Reports to: Managing Attorney
Classification: Full-time, exempt
Supervises others: No
Salary: \$51,143 – \$68,190 annually

Note: Candidates awaiting bar results will be considered for the position of Law Clerk, and promoted to Staff Attorney once they are licensed.

About us: Opening Doors, Inc., supports immigrants, refugees, survivors of trafficking, and others on their path towards stability, self-sufficiency and belonging. Opening Doors began in 1993 as a small refugee resettlement agency, and today serves 2,000 clients per year across our 5 program areas: Refugee Programs, Human Trafficking Programs, Immigration Legal Services, Health Programs and Economic Prosperity Programs.

Ideal candidate: The ideal candidate will have a detailed understanding of immigration law and policy and a commitment to immigrant justice. They will have creative problem-solving skills and the ability to balance competing deadlines in a fast-paced environment.

They will have the ability to work effectively in multi-cultural work environments, showing respect and sensitivity for cultural differences, and will be passionate about Opening Doors' mission.

Responsibilities: The essential duties and responsibilities of this position include the following:

- Provide consultations to screen and counsel potential clients for various forms of immigration relief.
- Prepare applications for immigration relief for eligible applicants, including but not limited to applications for Adjustment of Status, family-based petitions and waivers of inadmissibility, U visas, T visas, VAWA, Special Immigrant Juvenile Status, DACA, Naturalization, and Asylum.
- Represent detained and non-detained clients in removal proceedings before the Sacramento and San Francisco EOIR in applications for non-LPR and LPR Cancellation of Removal, Asylum/Withholding/CAT, waivers, bond hearings, and all other forms of relief for which a respondent in removal proceedings might be eligible.
- Participate in community outreach presentations and events, including consultations at local colleges, community centers, and detention centers.

- Maintain case files in accordance with existing office procedures; use online case management software and grant tracking databases.

Other duties may be assigned in the sole discretion of the Organization. The Organization may assign or shift duties and responsibilities to this position at any time due to reasonable accommodation or other reasons.

Required qualifications: The requirements listed below are representative of the knowledge, skills and/or abilities required.

- Law degree from an accredited law school.
- Licensed to practice law in any state (Staff Attorney) or awaiting bar results or sitting for upcoming bar exam (Law Clerk).
- Demonstrated interest in immigration law, specifically in removal defense, asylum, VAWA, Special Immigrant Juvenile Status, U- and T- visas, or related areas of immigration relief
- Excellent coordination and organizational skills and the ability to complete tasks correctly and on time.
- Strong communication skills, including written and oral communication.

Preferred qualifications: The requirements listed below are not required but are desired.

- Demonstrated experience in immigration law, specifically in removal defense, asylum, VAWA, Special Immigrant Juvenile Status, U- and T- visas, DACA, naturalization, or other related areas of immigration relief.
- Licensed to practice law in California.
- Effective communication skills in one or more of the following languages: Arabic, Farsi/Dari, Pashto, Russian, Spanish, or Ukrainian.

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 **Staff Attorney** position. Reasonable accommodation can be made to enable people 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 25 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.

How to apply: Candidates should email a **resume and cover letter** to humanresources@openingdoorsinc.org. Include "Staff Attorney" – [Your name]" in the subject line.

Opening Doors provides equal employment opportunities (EEO) to all employees, applicants and any third parties, for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. In addition to federal law requirements, Opening Doors complies with applicable state and local laws governing nondiscrimination laws.

Opening Doors participates in E-Verify.