



Job Description

Removal Defense Immigration Attorney

Status: In Process

Job Profile	
<p>Job Title: Removal Defense Immigration Attorney Department/Program: Immigration Reports to: Jesus Ibanez Job Details: can be contracted or employment path Scheduled Hours: flexible Benefits Eligibility: Full Time Compensation: \$75,000 - 95,000 EEO-1 Component 1 Job Category: Professionals SOC Code: Six-Level SOC Job Code: 23-2011 FourDigit Census Code: 2170 Funding Details: RD 100%</p>	<p>Pre-hire, Onboarding, Ongoing Requirements</p> <ul style="list-style-type: none"> - Insurability Under ELF's vehicle insurance policy and/or approved exemption - COVID vaccination and/or approved exemption - Mandated Reporter Training (as applicable) - Sexual Harassment Prevention & Response Training - Tuberculosis (TB) test clearance provided by either skin, blood, or chest X-ray (if applicable) - New hire orientation & I-9 document verification - Background Check clearance and/or approved exemption - Additional training & documentation as required - Lingual & Literacy Assessments for language requirements as implemented
Job Summary & Position Rationale	
<p>The Removal Defense Attorney plays a critical role in supporting the mission of the Education & Leadership Foundation (ELF) by providing legal representation and consultations for individuals facing deportation. This role requires expertise in complex immigration cases, legal research, and courtroom advocacy. The attorney will work within ELF's Immigration Department, collaborating with the Managing Director, Program Manager, staff attorneys, administrative staff, and case workers to deliver client-centered, holistic legal services. Responsibilities include representing clients before the U.S. Department of Homeland Security (DHS) and handling cases related to removal defense, asylum, Special Immigrant Juvenile Status (SIJS), and other immigration benefits.</p> <p>With increasing challenges in immigration law and the growing need for legal representation in removal proceedings, this position is essential to ensuring that vulnerable individuals receive fair legal support. The Removal Defense Attorney's role requires courtroom experience, particularly with Master Calendar, Individual, and Merit Hearings. This type of experience will help enhance ELF's ability to advocate for clients effectively. Additionally, their expertise in SIJS, asylum, and various immigration benefits will strengthen the organization's capacity to assist immigrants in navigating the complexities of the legal system. This role is vital in upholding ELF's commitment to serving and protecting immigrant communities.</p>	
Knowledge, Skills, and Abilities	
<ul style="list-style-type: none"> ● Bilingual & Bi-literate in English and Spanish - Ability to communicate effectively with clients and staff in both languages, both verbally and in writing ● Education and/or Work Experience - Have a U.S. law degree (J.D.) and active bar membership. CA bar membership is preferred and will be given preference. Must hold an active and valid license to practice law in the state of California. ● Emotional & Cultural Competency - demonstrated in an ability to work with people of differing abilities, backgrounds, and language needs. ● Removal Defense Experience – Minimum of three (3) years of experience handling removal defense cases. ● EOIR Courtroom Experience – Proven experience representing clients in Master Calendar Hearings, Individual Hearings, and Merits Hearings before the Executive Office for Immigration Review (EOIR). 	

- **Special Immigrant Juvenile Status (SIJS) & Asylum Expertise** – Strong knowledge and hands-on experience with **SIJS and asylum cases**, including filing applications and representing clients in proceedings.

Duties/Responsibilities

- 1. Removal Defense Representation** – Represent clients in removal proceedings before the Executive Office for Immigration Review (EOIR), including Master Calendar, Individual, and Merits Hearings.
- 2. Client Consultations & Case Assessment** – Conduct legal consultations to assess eligibility for immigration relief and provide legal guidance.
- 3. Legal Research & Case Strategy** – Perform legal research, draft briefs, and develop case strategies for removal defense and humanitarian relief applications.
- 4. Affirmative & Defensive Filings** – Prepare and submit applications, petitions, and supporting evidence for asylum, SIJS, TPS, U-Visas, VAWA, CAT, and other immigration benefits.
- 5. Court Filings & Motion Practice** – Draft and file motions, appeals, and other pleadings before EOIR, the Board of Immigration Appeals (BIA), and the 9th Circuit Court of Appeals.
- 6. Collaboration & Case Reviews** – Work closely with case workers, administrative staff, and fellow attorneys in a collaborative legal team environment.
- 7. Client Communication & Updates** – Maintain regular communication with clients to provide updates, gather evidence, and prepare them for hearings.
- 8. DHS Representation** – Represent clients before the U.S. Department of Homeland Security (DHS) in various immigration matters, including Adjustment of Status, Naturalization, and LPR renewals.
- 9. Supervision & Mentorship** – Provide guidance and final reviews to legal assistants, accredited representatives, and volunteers on legal matters and case preparation.
- 10. Community Education & Advocacy** – Participate in immigration workshops, legal clinics, and public presentations to educate communities on their legal rights.
- 11. Case Tracking & Management** – Maintain accurate records of client cases and case outcomes in an electronic case management system.
- 12. Grant & Compliance Reporting** – Assist in meeting grant deliverables, compiling reports, and ensuring compliance with funding requirements.
- 13. External Networking & Collaboration** – Build partnerships with legal aid organizations, community groups, and external partners to enhance legal services.
- 14. Cultural Sensitivity & Trauma-Informed Advocacy** – Apply cultural competency and trauma-informed approaches when working with vulnerable immigrant populations.
- 15. Administrative & Additional Duties** – Support the Immigration Department with general administrative tasks, casework organization, and other duties as assigned.

Work Environment, Conditions & Requirements:

- Work generally takes place within an office environment. Air quality is good, with typically adequate lighting at desks/workstations. Occasionally, they will be expected to perform work duties in outdoor spaces during events or services related to outreach, walk-ins, high-demand service days, etc.
- Noise conditions are moderate and limited to self and others on telephone calls and general interactions with coworkers and the public.
- When performing most job duties, they will work in a private or shared office space with a designated workspace
- At times, they may be required to provide coverage or support in shared working environments.
- Works independently on day-to-day tasks and works collaboratively alongside other staff, volunteers, contractors, or interns as needed.
- Some travel may be required to pick up equipment, attend training, etc.
- Schedule - Typical work hours will be between 8-5 PM, with events on evenings and weekends as needed.

Physical Requirements

- able to hear staff on the phone and those served in person and speak clearly to communicate information to patients and staff.
- able to read memos, computer screens, personnel forms, and clinical and administrative documents.
- able to use fingers and hands to type on a keyboard or phone, print or scan documents, etc.
- able to sit or stand at a desk for extended periods

Work Environment Accommodation Request

You can request a worksite accommodation to support a personal or medical need. Please note that any listed work environment accommodation request will undergo an interactive process that involves you (as the employee) and ELF leadership in determining a workable solution. If necessary, ELF will request documentation supporting your personal or medical needs.

[Accommodation Request Form](#)**Employee Acknowledgement**

I have received a copy of my job description and have read and understood the job requirements, responsibilities, and expectations outlined in this job description. I attest that I can perform the essential job functions as outlined:

- With reasonable accommodations, I've submitted an accommodation request form above and would like to participate in an interactive process with ELF's HR department.
- without any accommodations required

Employee Signature:

Date: