



**JEWISH FAMILY &
COMMUNITY SERVICES**
EAST BAY

Position Announcement

Attorney – Afghan Placement and Assistance Program

JOB TITLE: Afghan Placement and Assistance Program – Attorney

DEPARTMENT: Immigration Legal Services

REPORTS TO: Director of Immigration Legal Services

LOCATION: Concord

EMPLOYMENT TYPE: Full time (37.5 hours per week)

OUR AGENCY

Rooted in Jewish values and historical experiences, and inspired by the strengths of the diverse communities we serve, JFCS East Bay promotes the well-being of individuals and families by providing essential mental health and social services through every stage of life. JFCS East Bay is an innovative, multicultural human service agency that has served individuals and families throughout Alameda and Contra Costa counties since 1877.

The agency's current programs include resettling refugees, providing mental health services to children and families, offering immigration legal services, and supporting seniors and Holocaust survivors. Our staff of more than 70 employees is characterized by its dedication, teamwork, warmth, and humor. Agency offices are located in downtown Berkeley (five blocks from BART) and Concord (five blocks from BART), with a satellite location in uptown Oakland.

JFCS East Bay actively seeks to hire qualified professionals who reflect the cultural and linguistic diversity of the East Bay and of our clients. We are committed to creating a community where staff and clients from all backgrounds feel safe, welcome, and included. We are looking for equity-minded applicants who demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community. We hope to expand our diversity in the belief that clients heal best when staff represent the communities they serve and are guided by values of social justice.

Afghan Placement and Assistance (APA) Program

In direct response to the surge of new arrivals from Afghanistan to the East Bay, Jewish Family & Community Services East Bay is bringing together a team of staff to welcome our new neighbors with dignity and care. This intensive initiative began this summer with the U.S. military withdrawal from Afghanistan and is projected to continue for at least six months. This initiative also supports members of the East Bay Afghan community whom JFCS East Bay has resettled in the past and are seeking support for family members who are either arriving or attempting to reach the East Bay.

JOB SUMMARY

The APA Attorney supports the ILS aspects of the APA Program, and our Afghan clients. In particular the APA Attorney will file affirmative applications before USCIS for APA clients and help to develop a sustainable affirmative asylum representation model, which will likely include three prongs: 1) direct representation, 2) substantial support for pro se filings, and 3) representation by private volunteer attorneys with mentorship from ILS staff.

DUTIES & ESSENTIAL JOB FUNCTIONS

- Collaborate closely with ILS Director and APA Program Manager to ensure JFCS East Bay provides optimal wrap-around legal services for APA clients.
- Prepare and submit applications, legal briefs, and supporting documentation for cases involving asylum and adjustment of status.
- Directly represent APA clients in interviews before USCIS.
- Screen APA clients for eligibility for permanent immigration status.
- Develop pro bono partnerships and collaborations with private law offices.
- Recruit and coordinate pro bono legal volunteers to support asylum applications.
- Develop and implement a supportive pro se asylum program.
- Supervise legal assistants.
- Maintain accurate and up-to-date case notes.
- Attend trainings and continuing legal education courses to stay current on law and policy.
- Participate in workshops for the public and collaborative partners on basic pathways to citizenship, benefits eligibility, understanding individual rights, and other topics.
- Collaborate with partner organizations.
- Represent JFCS East Bay at community meetings and forums about legal services and response to community needs.

QUALIFICATIONS

The applicant must share JFCS-East Bay's mission and vision of social justice with these additional qualifications:

- Juris Doctor (JD) degree from an ABA-accredited law school + membership and good standing in the bar of any state or federal territory; California license strongly preferred.
- Experience representing clients in immigration applications before USCIS; prior experience with asylum applications strongly desired.
- Fluency in English; fluency in Dari and Pashto is a plus.
- Excellent interpersonal skills with people of all ages and cultural backgrounds.
- Well-organized, efficient, highly motivated and able to handle multiple tasks at once and take initiative.
- Experience working with nonprofit programs and low-income, immigrant and refugee communities, preferred.

COVID-19 REQUIREMENTS

All employees must show proof of vaccination against COVID-19 and follow JFCS East Bay COVID-19 policies. Reasonable accommodations may be made for individuals with medical or religious reasons where they do not cause undue hardship or pose a direct threat to the health and safety of others.

COMPENSATION AND BENEFITS

Annual salary range is **\$68,000 - \$75,000**. Generous benefit package includes: Medical, Dental, Vision, Life Insurance, FSA/HSA, 401(k) with agency match (after 1 year), 28 paid days off, great colleagues, and a friendly, respectful work environment.

TO APPLY

Please submit a thoughtful cover letter and resume to currentjobs@jfcs-eastbay.org. Please include your name, the title of the position, and "APA Attorney" in the subject line. Position open until filled.

JFCS East Bay is an Equal Opportunity employer that highly values diversity and does not discriminate on the basis of age (40 or older), ancestry, color, religious creed (including religious dress and grooming practices), denial of

family and medical care leave, disability (mental and physical, including HIV and AIDS), marital status, medical condition (cancer and genetic characteristics), genetic information, military and veteran status, national origin (including language use restrictions), race, sex (including pregnancy, child birth, breastfeeding, and medical conditions related to pregnancy, child birth or breastfeeding), gender, gender identity and gender expression, sexual orientation, or any other protected status in accordance with all applicable federal, state, and local laws.