



**JEWISH FAMILY &  
COMMUNITY SERVICES**  
EAST BAY

## Position Description

# Removal Defense Attorney

**JOB TITLE:** Removal Defense Attorney  
**REPORTS TO:** Director of Immigration Legal Services  
**EMPLOYMENT TYPE:** Full time / Exempt  
**WORK SCHEDULE:** 37.5 hours per week

## Our Agency

Ready to transform life in the East Bay and build capacity for our growing nonprofit to meet the new demands our communities face today? Become an Immigration Removal Defense Attorney in Jewish Family & Community Services (JFCS) East Bay's Immigration Legal Services program. We are looking for an eager, hungry attorney to zealously represent our clients and maximize our removal defense service potential.

JFCS East Bay partners with our clients, staff, and community to pursue justice, promote healing, and advocate for meaningful change. We are an innovative social service agency and community-based organization that has served individuals and families throughout Alameda and Contra Costa counties since 1877. We reunite and strengthen families, care for the mental and physical health needs of people impacted by trauma, support healthy relationships between young children and their caregivers, provide legal representation to immigrants, and resettle refugees who seek to start their lives anew. We advocate for housing justice, mobilize community resources, and build bridges across our diverse East Bay to support our clients in meeting their goals and strengthen our community overall.

Our staff of almost 70 employees is characterized by its dedication, teamwork, warmth, and humor. JFCS East Bay actively seeks to hire a dynamic lawyer who reflects the cultural and linguistic diversity of the East Bay and of our clients. If you are deeply committed to developing authentic relationships with clients and colleagues, thinking creatively about legal strategies, and advocating for justice for our Contra Costa County clients, this is the role for you. BIPOC, LGBTQ+, immigrants, multilingual, mature or differently abled candidates, and people of all faiths or none at all are encouraged to apply

## Program Description

The overall goal of JFCS East Bay's Immigration Legal Services (ILS) program is to empower low-income immigrant families by providing accessible legal representation so that they understand their rights and feel safe pursuing available legal options. These services include legal consultations, removal defense, affirmative applications filed with the USCIS (including U-visas, adjustment of status, VAWA petitions, and more), and federal court litigation (such as Administrative Procedure Act lawsuits, petitions for mandamus, Circuit Court appeals). Additionally, the ILS department has a full-time psychologist on staff that provides therapy as well as forensic evaluations for ILS clients. Our Removal Defense team participates in the Stand Together Contra Costa (STCC) collaborative.

## **Job Summary**

Under the supervision of the Director of Immigration Legal Services, with support from the Senior Removal Defense Attorney, the Removal Defense Attorney is responsible for providing direct legal representation to detained and non-detained clients in removal proceedings before the San Francisco Immigration Court. The Removal Defense Attorney will prepare and submit applications, legal briefs, and supporting documentation for cases involving asylum, withholding of removal, relief under the Convention Against Torture, U visa, VAWA, and adjustment of status with applicable waivers, cancellation of removal, and Special Immigrant Juvenile Status. Additionally, the attorney will work to secure clients' release from immigration custody, including working with ICE and filing habeas petitions in federal court. The Removal Defense Attorney will also attend community events to provide legal consultations and participate in providing the community information about immigrant rights and policies. The attorney position will be based in JFCS East Bay's Concord office, but will require travel around the Bay Area.

The Removal Defense Attorney will receive training and mentorship from three experienced attorneys, as well as support from a shared Legal Assistant.

## **Essential Job Duties**

- Screen potential clients for relief from removal.
- Provide direct legal services by meeting with clients, preparing applications for relief, drafting client declarations and legal briefs, and submitting cases to Executive Office of Immigration Review ("EOIR") and U.S. Citizenship and Immigration Services ("USCIS").
- File habeas petitions with the Federal District Court
- Visit detained individuals at California detention centers.
- Represent clients on appeal before the Board of Immigration Appeals and federal circuit courts.
- Attend trainings and courses to remain up to date on immigration law and policy.
- Assist with recruiting, training, and supervision of legal assistants and program volunteers.
- Participate in community workshops, outreach events, and know-your-rights presentations.
- Collaborate with partner organizations to refer clients to legal and mental health services as appropriate.
- Represent JFCS East Bay and STCC at community meetings and forums about legal services.
- Maintain accurate and up-to-date client information in database.
- Assist with grant reports.
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## **Preferred Skills & Experience**

- 1-3 years of experience providing legal representation to non-citizens before the Executive Office of Immigration Review and U.S. Citizenship & Immigration Services.
- Familiarity with immigration law and procedure, including asylum, withholding of removal and protection under the Convention Against Torture, family-based immigration, U-visas, adjustment of status, Special Immigrant Juvenile Status (SIJS), and cancellation of removal.
- Professional level skills using Word, Excel, and other relevant computer programs.
- Experience and interest in working with ethnically diverse populations.

## Required Qualifications

- Membership and good standing in the California State Bar.
- Spanish language fluency
- Clear DMV record and driver's license.

## Compensation and Benefits

- Salary range: \$68,000 to \$74,000 depending on experience.
- 28 days of earned time off (ETO) per year plus paid holidays (9 federal and 6 Jewish holidays)
- Medical, Dental, Vision, Life Insurance/AD&D, and Long-Term Disability.
- FSA/HSA plans.
- 401(k) with employer match after one year.
- 28 days off per year + generous holiday schedules.
- Work-from-home flexibility.
- Great colleagues.
- Friendly, respectful work environment.

## Equal Opportunity Employer

JFCS East Bay is an Equal Opportunity employer 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.

## Condition(s) of Employment

Satisfactory completion of a background check (including LiveScan where applicable). The background check may include, but is not limited to: criminal records check, verification of academic credentials, licenses, certificates, credit history, professional references and/or verification of work history is required for employment. JFCS East Bay will issue a conditional offer of employment to the selected candidate, which may be rescinded if the background check reveals disqualifying information.

## COVID-19 Vaccination Policy

JFCS East Bay requires staff to be fully vaccinated against COVID-19, including the booster shot, or declare a medical or religious exemption. Candidates should be prepared to provide proof of vaccination or complete a medical or religious exemption form.

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## Application Process

Please submit a thoughtful cover letter, resume, and brief writing sample to [currentjobs@jfcs-eastbay.org](mailto:currentjobs@jfcs-eastbay.org). Only complete applications will be considered.

*Applications will be reviewed on a rolling basis. Candidates are encouraged to apply as soon as possible.*