

Supervisory Attorney – Litigation Program, San Diego/Tijuana

THE ORGANIZATION

Al Otro Lado is a binational legal services organization serving asylum seekers and deportees in Tijuana, México, detained immigrants in Southern California, and medically vulnerable immigrants in Los Angeles County. Al Otro Lado's mission is to provide screening, advocacy, and legal representation to individual immigrants, seek redress of individual civil rights violations, and to address other legal and social service barriers that our clients experience. Through impact litigation, Al Otro Lado challenges policies and practices that violate the rights of migrants at the US-México border and inside US immigration detention centers. Al Otro Lado's current litigation includes: *Al Otro Lado v. Wolf*; *East Bay Sanctuary v. Trump*, *Innovation Law Lab v. Wolf*, *East Bay Sanctuary v. Barr*, *Al Otro Lado v. DHS*, *Southern Poverty Law Center v. DHS*, *Fraihat v. ICE*, *Novoa v. GEO Group*, and *Gonzalez v. Core Civic*.

THE POSITION

The Supervisory Attorney position will be based in San Diego California, with occasional travel to Tijuana, México. Salary range is \$70k to \$80k a year dependent on experience plus a generous benefits package. This is a full-time, salaried exempt position.

Deadline: December 24, 2020

Start Date: January 2, 2020 or ASAP

Direct Representation

Immigration Court- *focus on removal defense hearings*

- Represent clients in bond hearings
 - Prepare evidence, motion, filing and full representation in court.
- Represent clients in merits hearings
 - Prepare evidence, motion, filing and full representation in court.
- Represent Franco clients as a NQRP
 - Prepare evidence, motion, filing and full representation in court.

With Deportation Officers

- Represent clients in parole matters with deportation officers
 - Continue to monitor the potential release of the client, which includes follow up calls.

Federal Court

- Represent clients in habeas matters (Writ of Habeas Corpus and *Zadvydas*)
 - Connect with and negotiate with AUSA to secure release of client
 - Prepares all filings for court and briefing
 - Electronically files to court and AUSA

- Works collaboratively with pro bono counsel or Federal Public Defenders

Impact Litigation

- Speak with/attend meetings with counsel that represents AOL in impact litigation pertaining to work done at detention centers
- Prepare declarations of clients for impact litigation
- Prepare declarations of self and staff for impact litigation

Supervision

- Oversee all cases carried by team
- Provide supervision to team by proofing filings and editing drafts
- Host case rounds once a week
- Have hourly one-on-one meetings with staff every other week
- Conduct training on relevant issues (criminal issues, trial skills, asylum regs, bond training, vicarious trauma, cultural humility, etc...)
- Manage the OMDC case spreadsheet
- Manage all call ups in Lawlab and assign the cases to team members
- Review incoming mail, maintain mail procedures are being followed
- Perform employee evaluations
- Approve time off requests
- Responsible for employee discipline

Workspace Oversight

- Responsible for office management
- Collaborate with human resources and executive assistant to troubleshoot issues, concerns or recognitions

Community Interfacing

- Present at local and national conferences
- Present at community roundtables
- Hold Know Your Rights Workshops
- Speak at local events
- Attend press conferences
- Work with local orgs on statewide/citywide initiatives
- Host presentations for community members interested in learning more about asylum (churches, community orgs, etc...)
- Host presentations for potential sponsors

Communications

- Work with communications manager to explain legal outcomes or conditions at detention centers/clients release
- Brainstorm with communications manager to raise issues of those in detention center, including raising funds for bond fund

Development and Program Management

- Collaborate with leadership to complete grants
- Data management for statistics of released clients and other data points
- Prepare program narratives for grant reporting
- Prepare monthly report for development team to prepare for grant reporting
- Prepare reporting of monthly and yearly statistics
- Create, maintain and implement program budget

Leadership

- Responsible for employee development and coaching
- Receives and provides productive feedback
- Cultivates a safe, inclusive and proactive workspace
- Contributes to the culture and brand of AOL by supporting a work life balance while collaborating with fellow team members remotely and remaining focused and unapologetic for the work that AOL does
- Committed to abolition and creative advocacy aimed at challenging and dismantling the current system
- Maintain the collaborative qualities that make AOL teams creatively cohesive and unrelenting
- Attend and provide team progress updates during weekly meetings for leadership/management

QUALIFICATION AND REQUIREMENTS

Fluency in Spanish is required. The applicant must be licensed to practice law in any jurisdiction, but licensure in California is preferred. We are seeking applicants with a minimum of 2-3 years of immigration experience, and will consider Federal Courts experience, civil litigation experience, immigration paralegal experience, organizing experience, and/or law school clinic experience. Applicant must have a minimum of 2-3 years of supervisory experience. Applicants should be self-directed and self-reliant, highly organized, flexible, and able to work in a high volume setting with limited resources. This position may require regular travel to detention facilities and travel to Tijuana, México. The applicant must have reliable transportation and be able to cross the US-Mexico border.

APPLICATION PROCESS

Please submit a letter of interest, resume, writing sample, with three professional references to jobs@alotrolado.org, with San Diego Supervisory Attorney in the subject line. Only applicants selected for an interview will be contacted. Al Otro Lado values diversity in the workplace and strongly encourages applications from people of color, LGBTQ individuals, formerly incarcerated individuals, individuals with disabilities, and members of underrepresented communities.