

Job Description – LA-based Pro Bono Fellow (Immigration)

The Pro Bono Fellow, specialized in immigration, is responsible for maintaining an active caseload of immigration-related pro bono matters, including Special Immigrant Juvenile Status petitions (SIJS), asylum, U-visa, T-visa, and DACA matters. The fellow will be employed for a twelve-month period beginning in December 2014. **Search firm submissions will not be accepted.**

ESSENTIAL JOB FUNCTIONS:

I. Maintain an active client case docket

- Work closely with Los Angeles, regional, and national immigration pro bono organizations to secure an active case docket of various immigration-related matters;

II. Assist in developing pro bono opportunities

- Assist in developing and maintaining relationships with Los Angeles, regional, and national immigration pro bono organizations;
- Identify new opportunities available for partner and associate involvement in pro bono, in conjunction with maintaining an active caseload;

III. Serve as a resource to firm volunteers engaged in immigration pro bono matters

- Develop significant expertise in public interest immigration law in order to advise and assist the firm's volunteer attorneys;
- Regularly consult with volunteer attorneys handling immigration pro bono matters;
- As needed, develop immigration-related training and resource materials for others to utilize

QUALIFICATIONS:

- J.D. from an ABA-accredited law school;
- Excellent academic credentials;
- Admitted to practice law in California;
- Excellent judgment to work with partners and associates, and in the community at-large;
- Ability to maintain professional relations with co-workers and outside agencies;
- Excellent oral and written communication skills;
- Excellent interpersonal skills and ability to work well with attorneys and staff;
- Excellent software skills including knowledge of Word, Excel, and Powerpoint;
- Spanish language proficiency strongly preferred