

Job Announcement

Catholic Charities, Diocese of Monterey seeks a Directing Attorney to lead our Legal Immigration and Citizenship Program (Bilingual English and Spanish)

Catholic Charities of the Diocese of Monterey is one of 12 Catholic Charities agencies in the state of California and covers the Diocesan Counties of Santa Cruz, Monterey, San Benito and San Luis Obispo. Our Mission is to provide specified human services to the poor and disadvantaged, to promote justice, peace, human dignity, self-determination, and self-sufficiency in accordance with the Gospel and Catholic Social Justice Teaching and to cooperate with other individuals and groups of goodwill to strengthen our communities. Our four major programs and services are: Family Supportive Services, Tattoo Removal Program, Legal Immigration and Citizenship Program, and Development.

The Directing Attorney Position:

Under the direction of the Executive Director, the Directing Immigration Attorney for the Legal Immigration & Citizenship Program will provide direct legal immigration services to clients, and manage the D.O.J. partially credited team and administrative staff. This position is also responsible for promoting the agency vision and values, contributing to agency planning, and representing Catholic Charities of the Diocese of Monterey in the community.

Fundamental Responsibilities:

Promote the mission of Catholic Charities through a commitment to its core values of compassion, service, justice, respect, integrity, teamwork, and excellence.

Essential Duties & Responsibilities:

1. Manage the Immigration and Citizenship Program and provide supervision and professional development support to the D.O.J. partially accredited immigration team across different offices.
2. Provide legal services and represent clients in immigration matters including Waivers and Removal Defense or possible remedies within the jurisdiction of the US Citizenship and Immigration Service (USCIS), Department of Justice (DOJ) and US Consulate
3. Supervise program staff with Adjustment of Status Applications, U-VISAS, T-VISAS, VAWA Petitions, Naturalizations, Citizenship and other remedies
4. Prepare, and/or assist with any program or grant reports
5. Analyze immigration laws and regulations to provide guidance to D.O.J. staff
6. Conduct some outreach activities and participate in advocacy efforts
7. Have regular staff meetings with the immigration team and be a part of the Directors' meetings

Skills, Knowledge, and Abilities:

1. Active membership in the California State Bar
2. Prior experience in immigration law required
3. Excellent managerial skills, including the ability to work effectively, be a proactive and engaged supervisor, and inspire confidence in team members
4. Strong coordination, communication, and advocacy skills;
5. Excellent written & verbal communication skills in English, (Verbal in Spanish)
6. Welcoming and friendly demeanor; appreciative and respectful of all cultures and beliefs
7. Commitment to serving low-income immigrant community especially Spanish speaking
8. Values working cooperatively with others, both within the organization and in the community
9. Knowledge & support of Catholic Social Justice Teaching
10. Ability to travel to office locations for client service, meetings, and trainings

Job Announcement

Catholic Charities- Directing Attorney position

This is an exempt, full-time position. Occasional weekends and evenings will be required.
Salary is \$85,00.00-95,000.00 commensurate with experience.

Catholic Charities offers a full-range of excellent employee benefits which includes generous time off, health, dental, vision, 401K plan and other benefits.

Please submit resume and cover letter to hr@catholiccharitiesdom.org by Friday, October 25th.
Applications will be reviewed every week before the due date.