



125 Corporate Place, Suite A,  
Vallejo, CA 94590  
(707) 644-8909

620 Main Street,  
Woodland, CA 95695  
(530) 241-4081

www.ccyoso.org

<b>Job Title:</b>	Managing Immigration Attorney	<b>Job Category:</b>	Exempt Employee
<b>Department:</b>	Immigration	<b>Travel Required:</b>	Yes
<b>Location:</b>	Fairfield & Woodland	<b>Reports To:</b>	Director of People and Programs
<b>Position Type:</b>	Full Time (35 hours)	<b>Salary</b>	Commensurate with Experience (\$90,000-\$110,000 per year)

Catholic Charities of Yolo-Solano (CCYS) is a non-profit organization serving low-income individuals and families in need in the counties of Yolo and Solano since 1942, offering services that promote human dignity and advance social justice.

**Position Description**

The Managing Attorney is responsible for the oversight and supervision of all Immigration Legal Services (ILS) components. The Managing Attorney is responsible for administering the program, supervising staff and volunteers, managing an independent caseload, providing community outreach education on immigration issues, and developing community partnerships. In addition, the Managing Attorney will be responsible for developing all policies and procedures, including appointment scheduling, record keeping, fee scale, and intake processes. The Managing Attorney will also serve the low-income immigrant population and assist them towards self-sufficiency and financial independence through trustworthy and high-quality immigration legal services. Bilingual in Spanish is a must.

**Essential Duties and Responsibilities:**

- Program Administration:
  - Continue development and implementation of office policies and procedures.
  - Manage various grants to ensure requirements are met, prepare reports, identify new grant funding sources, and prepare grant proposals.
  - Develop and maintain a working budget, including fees for service and grant revenue.
  - Conduct an ongoing assessment of the need for additional resources.
  - Submit monthly programmatic reports to the Director of People and Programs in a timely manner.

**Leadership and Management:**

- Applies the professional skills and knowledge to perform work without specific directions using considerable judgment.



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- Supervise DOJ Accredited staff, non-legal staff, volunteer attorneys and non-attorney volunteers to ensure a high standard of representation and client service.
- Collaborate with the Director of People and Programs to develop ILS Program infrastructure and professional growth of ILS staff members.
- Provide strong leadership to program staff that builds trust and respect and creates effective working relationships.
- Conduct regularly scheduled meetings, supervision, and technical skill development for the ILS staff and volunteers.
- Ensures compliance with professional practice standards. Develops and reviews ILS Program policies & procedures and quality control measures.
- Provides financial oversight for the ILS Program by adhering to the approved budget and collaborating with the Director of People and Programs to address budgetary issues.

#### **ILS Program Operations:**

- Conduct internal audits, procedure reviews, and other activities to monitor and improve the ILS program and adhere to California State Bar standards of professional ethics.
- Oversee documents & data management, retention, and storage of confidential case files and program data.
- Produce reports for the Director of People and Programs, funders, and regulatory agencies as assigned.
- Participate in internal and external meetings and committees as directed by the Director of People and Programs.
- Responsible for grant management and grant compliance of deliverables.
- Increase the visibility of the ILS program by coordinating discussions, community presentations, and immigration workshops throughout Solano and Yolo counties.

#### **Practice of Immigration Law:**

- Understand and adhere to the Rules of Professional Conduct, ensuring the unlawful practice of immigration law is prohibited within the CCYS ILS Program.
- Carry a reasonable caseload of immigration matters, including representation in removal proceedings.
- Represent clients before USCIS and prepare applications for family-based immigration, adjustment of status, consular processing, DACA, U Visas, VAWA, and T Visas, among others.
- Provide consultation and assessment to determine eligibility for immigration relief.



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### **Minimum Qualifications:**

**Education:** Juris Doctor degree from an accredited law school.

**Experience:** 1 to 5 years of experience in a broad range of immigration law.

### **Skills/Knowledge:**

- Understands CCYS's mission and is responsible, adaptive, resourceful, innovative, solution-focused, and team-oriented.
- Must have demonstrated ability to manage operations in a complex, fast-paced nonprofit environment that serves low-income communities with diverse cultural backgrounds.
- Must have working knowledge of Microsoft Office Suite, Google Suite, and Cerenade's immigration software.
- Some experience managing and training attorneys and non-attorneys.
- Experience managing substantial immigration caseloads and strategic planning.
- Experience in litigation and client advocacy.
- Demonstrated legal research and legal writingskills.
- Must have the ability to produce and analyze reports consistently and accurately and write business correspondence and agency policies/procedures.
- Must have the ability to effectively present information and respond to questions from groups of employees, clients, funders, faith-based groups, government agencies, media, and the public.
- Must have the ability to understand, apply language and concepts, and make independent decisions based on policies, governmental regulations, technical procedures, general business protocols, professional journals, and contracts.
- Must have demonstrated analytical, critical thinking, problem-solving, strategic thinking, negotiating, and planning skills.
- Must have conflict resolution skills.
- Must have demonstrated customer service skills.
- Must be results-oriented, highly organized, detail-oriented, proactive, resourceful, able to manage multiple high-level projects with strict timetables, and have solid administrative follow-through while working in a fast-paced environment.
- Must communicate orally in both English and Spanish.
- Must pass all post-contingency offer background checks, reference checks, and mandatory training.



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Applicants must submit a resume, cover letter, and three professional references to John Watkins at [jwatkins@ccyoso.org](mailto:jwatkins@ccyoso.org) for consideration.

Only those applicants selected for interviews will be contacted and required to fill out additional supplement forms. The position is open until filled.