



SONOMA IMMIGRANT SERVICES

18360 Sonoma Highway 12

P.O. Box 2229

Sonoma, CA 95476

(707) 996-6669

REMOVAL DEFENSE LEGAL ASSISTANT

JOB DESCRIPTION

Location: 703 2nd Street, Suite 260, Santa Rosa, CA 95405

Department: Removal Defense Unit

Reports To: Removal Defense Attorney

Salary: \$68,700 a year

Hours: Full-time

About Sonoma Immigrant Services (SIS):

Founded in 2019, Sonoma Immigrant Services (“SIS”) is a 501(c)(3) nonprofit organization with a mission to strengthen the community through accessible immigration legal services, education, and advocacy. We are the only immigration legal provider in the Sonoma Valley addressing an overwhelming need for services. We help our community navigate the complex legal immigration system through education, advocacy, and legal representation.

Our services include:

- Pro-bono removal defense representation in immigration court
- Affirmative filings and interviews before USCIS
- Free citizenship education program

Our direct legal services are only one of the steps in which we support immigrant and workers’ rights. We also provide training, community engagement, collaborate with other immigrant-serving organizations, and coordinate efforts to change local policy.

About the Removal Defense Unit

In December 2022, SIS welcomed the Removal Defense Unit as a partnership between SIS, USF Immigration and Deportation Defense Clinic, and Secure Families Collaborative (SFC). The Removal Defense Unit continues to be a grant-based project, subject to the terms and reporting requirements under the grant agreements. Sonoma County residents receive pro-bono removal defense representation in all phases of immigration proceedings, at the asylum office, the immigration courts, and adjudication offices of U.S. Citizenship and Immigration Services. The Removal Defense Unit is housed in a branch office in Santa Rosa.

About the Position:

The Immigration Legal Assistant will provide direct assistance and follow-up to clients with needs related to immigration legal benefits and/or remedies in direct supervision of the Removal Defense Attorney responsibilities may include, among others, (1) scheduling appointments with clients, (2) completing forms and gathering supporting documentation for submission to US Citizenship & Immigration Services (USCIS) or State Court (family court or probate court for predicate orders for Special Immigrant Juvenile visas (SIJS)), (3) preparing documents for filing with the Executive Office of Immigration Review (EOIR), (4) client file creation



and maintenance, and (5) serve as the unit's receptionist, answering client queries which do not require legal advice. The position serves clients from all over Sonoma County and will be based in Santa Rosa.

Essential Duties and Responsibilities:

- Provide support to the Removal Defense Attorney for immigration defense.
- Under the Removal Defense Attorney's supervision prepare checklists for clients and other supportive materials required for the provision of legal services.
- Prepare immigration forms, to be submitted to USCIS, EOIR or State Court, and assemble application packages for final review and signature by Supervising Attorney.
- Interface with clients to complete translation of documents, document collection, and review.
- Data entry and record keeping in case management software and files.
- Provide Client Interpretation for the preparation of testimony.
- Maintain proper client files and documentary evidence required to prove eligibility for legal benefits and equities under INA.
- Prepare thorough and detailed notes in case management system regarding interactions and conversations with clients, status of case, documents required, and all other information vital for review and audit of the file.
- Maintain records of all active cases and review list either weekly or biweekly with the supervising attorney.
- Compile reports as requested.
- Provide accurate information/referrals to clients with other needs that could be met by SIS, SFC, or by other community organizations.
- Participate in community events (some of them on weekends), performing different tasks including but not limited to registration, intake, interpretation, and form filling.
- Attend weekly unit meetings.
- Assist Supervising Attorney with research for asylum or cancellation cases (i.e. country conditions research).
- Other duties as assigned.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

About You:

The ideal candidate will have lived experience with or close ties to immigrant communities. They have an ardent passion for and commitment to our mission and clients with compassion, integrity, and excellence. They will have strong skills in communication, interpersonal relations, and cultural competency.

Qualifications and Position Requirements:

To perform this job successfully, an individual must be able to perform all essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Education & Experience:

- Bachelor's Degree.
- Experience directly related to the job qualifications will be considered in lieu of a degree.

Knowledge, Skills & Abilities:



- Bilingual (English/Spanish) required.
- Cultural sensitivity.
- Excellent translation and interpretation skills (English/Spanish).
- Excellent writing skills.
- Capacity to work under pressure, be detail-oriented, and follow instructions
- Excellent listening, communication, and facilitation skills.
- Demonstrated planning, presentation, and organizational skills.
- Demonstrated ability to compile reports in an organized and complete manner.
- Ability to self-start on projects and to be proactive in anticipating the needs of the project.
- Demonstrates the necessary attitudes, knowledge, and skills to deliver culturally competent services and work effectively in cross-cultural situations.
- Knowledge of Microsoft Office, Google Docs, and Adobe Pro DC.
- Professionalism: follow directions, seek clarification and advice in a timely fashion, and comport self with integrity.
- Honor client confidentiality.

Position Details –

This is a full-time, salaried, exempt position to begin as soon as filled. The position is primarily in-person, with the expectation that the person may work remotely with the agreement of the supervising attorney, expected to generally be available from 9 a.m. to 5 p.m. Monday through Friday. This position will require working occasional evenings and weekends with some travel within Northern California. The salary for this position is \$68,700 a year. SIS offers a full benefits package, including medical, dental, and vision insurance, generous paid time off, twelve paid holidays annually, and annual office closure during the last week in December. We are a flexible and family-friendly organization with a staff of 7 employees. May seek reimbursement for travel, parking, and mailing costs.

How to Apply:

Please send a resume and cover letter to info@sonomaimmigrant.org. We will review applications on a rolling basis, but we strongly encourage those interested to apply as soon as possible, as we hope to welcome you to the position by September 16, 2026. Should you have any questions, please contact Bernice@sonomaimmigrant.org.

