

## Legal Program Associate

### ABOUT THE CENTER FOR GENDER & REFUGEE STUDIES

The [Center for Gender & Refugee Studies \(CGRS\)](#) defends the human rights of refugees seeking asylum in the United States. With strategic focus and unparalleled legal expertise, CGRS champions the most challenging cases, fights for due process, and promotes policies that deliver safety and justice for refugees. We are the trusted partner and proven resource for legal services providers and human rights organizations and bring invaluable data and compelling personal stories to shape the public narrative. We use strategic litigation to advance sound asylum laws and protect due process rights. Through policy advocacy and education, we provide critical expertise to policymakers at all levels of government, leading the movement to honor our commitments to refugees and asylum seekers under U.S. and international law. Through technical assistance and training, we empower advocates to take on complex asylum cases, providing them with the tools they need to craft winning arguments and secure protections for their clients. CGRS is committed to building an anti-racist and anti-oppression organization that lives its values internally and externally.

### THE ROLE AND RESPONSIBILITIES

CGRS is seeking a highly motivated individual passionate about refugee rights and ready to participate in all CGRS core program areas. The position is based in San Francisco, California and the work includes both national and California-focused matters. The position is dynamic and reflects the vision and flexibility of the organization in the changing landscape of attacks on refugee rights.

The Legal Program Associate will work under the direct supervision of a member of the CGRS Leadership Team but will provide support in various capacities to all CGRS programs. This role will primarily support CGRS's Litigation and Training & Technical Assistance Programs.

### The Legal Program Associate will be responsible for the following:

- Manage CGRS's country conditions research program, helping to produce 25+ research reports yearly to support attorneys and advocates working on individual asylum cases and the CGRS Technical Assistance Program.
- Coordinate CGRS's intern and volunteer programs, including hiring, project management, and weekly supervision.
- Provide paralegal-type support to CGRS attorneys litigating individual asylum cases as well as systemic challenges brought in federal court.
- Support relationships with CGRS direct representation clients and individual named plaintiffs in impact litigation.
- Share in frontline technical assistance duties with fellow support staff including asylum case data maintenance and analysis.
- Provide translation and interpretation support to team on an as-needed basis.
- Assist in the development of technical assistance and training and other public advocacy materials, including research, proofreading, and design of presentations,

advisories, and other materials under the supervision of CGRS attorneys and in collaboration with other legal program associates.

- Coordinate and otherwise support the production of webinars and in-person training opportunities.
- Participate in public outreach, training promotions, webinars, and other events, and provide support with all technology and other logistics involved in these presentations.
- Liaise between legal program staff and development staff, including providing information to comply with grant reporting.
- Provide other general program support on an as-needed basis.

## **REQUIREMENTS**

### **Education and Experience**

- Bachelor's degree or equivalent work experience.
- Advanced proficiency in written and spoken Spanish required (fluency a plus).
- Authorized to work in the United States.

### **Knowledge, Skills, and Abilities**

- Ability to write in a clear, structured, articulate, and persuasive manner.
- Experience conducting research on a wide range of topics and synthesizing findings.
- Strong proofreading skills.
- Proficiency with relevant software programs, e.g., MS Word, Excel, PowerPoint.
- Openness to learning how to support CGRS's website and online databases.
- Enthusiasm to learn and grow in a collaborative staff environment.
- Solid organizational and time-management skills.
- Ability to work independently and within a team.
- Attention to detail.
- High level of productivity.
- Demonstrated commitment to refugee, human rights, and social justice issues.
- Willingness to engage in limited travel.
- Familiarity with asylum and refugee law a plus, enthusiasm to learn is required.

## **LOCATION**

Our office is located in San Francisco, and in-person work is required.

**SALARY** \$60,000 - \$65,000

## **BENEFITS**

### **Health and Welfare Benefits**

- Comprehensive medical, dental, and vision insurance coverage
- Flexible Spending Accounts for transportation-related, healthcare, and dependent care expenses
- Employee Assistance Program

### **For Your Financial Future**

- Life Insurance, Disability Insurance, and Legal Insurance
- University of California Retirement Plan (a defined benefit plan)
- Deferred Compensation Plans/Pre-tax Retirement Savings Programs

### **For Your Work/Life Balance**

- Fifteen paid holidays per year
- Generous vacation and sick leave
- Commuter Benefits Program

### **THE HIRING PROCESS**

To apply, please submit a cover letter and resume at [this link](#). **CGRS will begin reviewing applications on April 10, 2023.**

Failure to provide the information as required on the application and/or instructions to apply shall immediately disqualify an applicant from employment consideration.

Please note: This position has been designated as “sensitive” and requires a pre-employment background check.

*Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please contact [Human Resources](#) if you require a reasonable accommodation to apply for a job. Examples of reasonable accommodation include making a change to the application process, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment.*

### **WHAT TO EXPECT**

Applicants who meet the position requirements will be competitively evaluated to identify the individuals whose breadth and depth of experience and education most closely relate to the stated requirements and the needs of the College. Not all applicants will be contacted for an interview.

### **The position is open until filled.**

The skills listed above are comprehensive, and we understand there are great candidates who possess only a subset of those skills, or who have other important skills. If you match some of these skills, please do not hesitate to apply.

*UC Law SF is an Equal Opportunity Employer. UC Law SF strives to provide a diverse and inclusive educational environment that fosters cultural awareness, mutual understanding, and respect. UC Law SF is interested in candidates who will contribute to diversity and equal opportunity in higher education through their teaching. Qualified women and members of underrepresented minority groups are strongly encouraged to apply.*