UC HASTINGS
COLLEGE OF THE LAW
EST. 1878

The University of California Hastings College of the Law was founded in 1878 as the law department of the University of California and was the first law school in California. Over the years, it has built a legacy and reputation of being a preeminent institution comprised of renowned faculty committed to the study of legal theory and research, preparing students for careers in the judicial system, public service, and industry.
The College is redefining legal education through an experiential, interdisciplinary, and international approach to the law. By integrating rigorous academics with hands-on practice, the College is preparing its graduates to tackle the legal challenges—and leverage the opportunities— of the 21st century.

LEGAL PROGRAM ASSOCIATE

CENTER FOR GENDER & REFUGEE STUDIES

Classification: Level 2 / Class Code 2030 / Full-Time / Exempt / Benefited
Hiring Salary Range: $47,788.00 - $55,000.00 annually (commensurate with qualifications)
Posting Date: 3/1/2019

ABOUT THE CENTER FOR GENDER & REFUGEE STUDIES:

The Center for Gender and Refugee Studies (CGRS), based at the University of California Hastings College of the Law, one of the nation's leading refugee research and advocacy organizations, works to advance the human rights of women, children, LGBTQ, and other refugees who flee persecution, both in the United States and internationally. We provide nationally recognized expert consultation, including trainings, resource development, and legal guidance, in thousands of asylum cases each year, many of which result in grants of protection. CGRS also shapes asylum law through involvement in key cases with potential to set precedent, and ensures government accountability through groundbreaking and original research that analyzes adjudication trends. We improve conditions on the ground to prevent refugee flight by presenting the results of international human rights fact-finding, analyzing implementation of existing laws, and collaborating with grassroots movements to advocate for law reform and other justice measures. For more information about CGRS, visit http://cgrs.uchastings.edu/.

THE ROLE

CGRS is seeking a highly motivated individual passionate about refugee rights and ready to participate in all CGRS program areas, including in our Technical Assistance and Training, Impact Litigation, Policy Advocacy, and International Human Rights programs. The Legal Program Associate will work under the supervision of a senior CGRS staff attorney, providing support in various capacities to all CGRS attorneys.

RESPONSIBILITIES

Typical duties and responsibilities consist of, but are not limited to, the following:

- Coordinate and provide front line consultation to attorneys through our technical assistance program, including providing relevant litigation resources.
- Coordinate country conditions research in collaboration with a CGRS Staff Attorney supervisor, including supervision of non-attorney interns and volunteers.
- Coordinate tracking of outcomes and creating case summaries for the public website, including supervision of non-attorney interns and volunteers.
- Develop technical assistance and training materials, including research, proofreading, and design of presentations, advisories, and other materials, in collaboration with and under the supervision of CGRS attorneys.
- Participate in public outreach, including trainings, webinars, and other events, in collaboration with CGRS attorneys.
- Work with expert witnesses, in collaboration with and under the supervision of CGRS attorneys, to prepare general declarations to support asylum cases.
- Provide support to CGRS attorneys for impact litigation, including paralegal duties.
- Participate in all aspects of policy advocacy, under supervision of CGRS attorneys, including drafting and proofreading public statements, organizing and participating in meetings with key stakeholders, and providing research support.
- Assist CGRS attorneys in international human rights research and advocacy.
- Generate content for the website, social media, and other communications regarding legal programs, such as newsletters, press releases, and development materials.
- Liaise between legal program staff and development, communications and administrative staff, including providing information to comply with grant reporting.
- Provide other legal program support on an as-needed basis.

REQUIREMENTS

EDUCATION AND EXPERIENCE

- Bachelor's degree required
- Prior professional work experience in asylum, refugee, human rights, and/or immigration related fields in the U.S. strongly desired
- Additional education or related coursework a plus (e.g. BIA accreditation)

KNOWLEDGE, SKILLS & ABILITIES

- A strong commitment to CGRS's mission and interest in women's and refugee rights
- Demonstrated ability to write in a clear, structured, articulate, and persuasive manner
- Excellent oral communication and inter-personal skills
- Ability to set goals and meet them, while working under pressure with ease
- Proficiency in all Microsoft Office programs
- Strong attention to detail, excellent organizational and administrative skills
- Ability to take initiative, prioritize with minimal supervision and work independently, (a self-starter), as well as being able to function as a member of a team
- Enthusiasm to learn and grow in both demanding and close-knit staff environment
- Willingness to travel
- Experience with CMS programs, such as Drupal, a plus
- Fluency in Spanish strongly desired

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 (defined benefit)
- Deferred Compensation Plans/Pre-tax Retirement Savings Programs

For your Work/Life Balance

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

THE HIRING PROCESS

To Apply: Please send resume and cover letter to cgrshires@uchastings.edu with "Legal Program Associate" in the subject line.

Failure to provide the information as required on the application form and to include a resume shall immediately disqualify an applicant from employment consideration.

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 Hastings College of the Law is an Equal Opportunity Employer. UC Hastings strives to provide a diverse and inclusive educational environment that fosters cultural awareness, mutual understanding and respect. UC Hastings College of the Law 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.