

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. 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. We use strategic litigation to advance sound asylum laws and protect due process rights. And our policy advocacy and education work 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. 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 play a critical role in CGRS's impact litigation work. 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 the Associate Director of Litigation and will primarily support CGRS's Litigation Program. This individual will also provide support in various capacities to all CGRS programs. The Legal Program Associate will work fully onsite in San Francisco, CA during training and will have the option for a hybrid schedule once training is complete.

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

- Provide paralegal support to CGRS attorneys litigating individual asylum cases as well as systemic challenges brought in federal court, including research, proofreading, and production.
- Provide holistic support to CGRS direct representation clients and individual named plaintiffs in impact litigation.
- Provide administrative, technological, and logistical support to the litigation team, including monitoring case activity and FOIA requests and reviewing documents.
- Share in frontline technical assistance duties with fellow support staff including asylum case data maintenance and analysis.

- Provide translation and interpretation support to CGRS attorneys on an as-needed basis.
- 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.
- Fluency or advanced proficiency in Spanish required.
- Valid work authorization 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.
- Commitment to maintain compassionate and supportive relationships with CGRS's clients and individual named plaintiffs.
- Attention to detail.
- 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 collaborative staff environment.
- Solid organizational and time-management skills.
- Ability to work independently and within a team.
- High level of productivity.
- Demonstrated commitment to refugee, human rights, and social justice issues.
- Willingness to travel.
- Familiarity with asylum and refugee law a plus, enthusiasm to learn required.

SALARY: \$64,000-\$70,500 annually

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

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

To apply, please submit a cover letter and resume at [this link](#).

Failure to provide the information as required on the application and/or instructions to apply 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 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.