KITSAP IMMIGRANT ASSISTANCE CENTER

RIGHTS | RESOURCES | REPRESENTATION

# Legal Services Director

Bremerton, WA

Department: Legal Services
Reports to: Executive Director
Positions Supervised: Legal Coordinator, Staff Attorney & Legal Volunteers

Job Status: 1.0 FTE
Classification: Exempt
Amount of Travel Required: 30%

Work Location: In-person; Bremerton, WA and occasional travel to Jefferson, Clallam, Mason, and King Counties.

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## About KIAC

Founded in 2004, the Kitsap Immigrant Assistance Center (KIAC) advances the well-being and power-building of immigrants through education, advocacy, and social justice. We envision a community where all people, regardless of birthplace, have access to justice, respect, and opportunity. KIAC provides free and affordable immigration legal services, family support, tax and business assistance, and advocacy. Our clients come from over 70 countries, speaking more than 60 languages.

## Position Objective

The Director of Legal Services works closely with the Executive Director and Director of Family Programs & Advocacy to articulate and execute a vision for all legal programs. The Director of Legal Services will supervise all legal teams in an effort to best serve the mission of Kitsap Immigrant Assistance Center (KIAC). The director's time will be distributed as follows: legal program development and evaluation (20%); management and supervision (30%); advocacy and media relations (20%), and case work (30%).

## Responsibilities

- Chart the short term and long term strategic direction for all legal programs and advocacy efforts in close collaboration with the Executive Director and leadership team. Legal programs include, but not limited to: Accompaniment program, Free Legal Clinics, and Legal Solidarity Fund
- Develop a thoughtful talent pipeline for all legal service roles with plans for expansion of legal programming and pro bono support
- Identify growth opportunities and organization needs to seek funding opportunities by working closely with the office grant writer

- Develop strong external partnerships for the benefit of KIAC clients
- Make recommendations for advocacy endeavors including but not limited to rapid response, sign on letters, statements, strategic interviews, advocacy meetings and authorize public actions
- Engage with the public, media, and donors regarding immigration policies and local border issues pertaining to immigration and the legal program at KIAC
- Quality control of the legal output through regular qualitative audits of each team
- Assist legal staff attorneys and coordinator in assigning cases to pro bono attorneys and accredited representatives, based on area of expertise and current caseload
- Effectively manage legal interns and volunteers (including pro-bono attorneys) based on team needs
- Expand Legal Services capabilities through collaboration with private bar and other non-profit legal service providers
- Ensure that all legal team members maintain the highest level of legal expertise and knowledge of current immigration legal issues through a robust continuing education program
- Maintain current legal resources for staff use
- Collaborate with staff attorneys and accredited representatives to identify viable cases and provide the best legal advice to prospective clients and pending intakes to make timely decisions of what cases can be accepted for representation
- Assist staff attorneys in co-chairing difficult cases
- Implement and oversee use of efficiency and case management systems
- Development of attorneys and legal staff
- Ensure legal systems are meeting current demand and grant requirements with healthy and attainable deliverables
- Safekeeping and proper disposition of records
- Manage and coordinate the provision of immigration legal services, including conflict checks, docketing, and fee/billing structures
- Client relations in problematic cases and/or client complaints
- Ensure competency of legal staff and oversight of accredited representative program to deliver trauma-informed services
- Manage the legal program's annual budget and oversee financial planning for the department
- Maintain the Legal Services Program's accreditation and compliance through timely applications and adherence to requirements set by the Department of Justice, Office of Legal Access Programs (OLAP), and other regulatory bodies

## Additional Responsibilities

- Engage in staff meetings and support organization-wide initiatives, advocacy efforts, and community events that align with the organization's mission to support immigrant rights
- Participate in organization-wide staff, leadership, and committee meetings
- Perform other duties as needed to support the Legal Services Program and contribute to the overall success of the organization's mission

## Required Qualifications

- Juris Doctorate Degree in good standing in the bar for the state of Washington
- Ability to practice law in the State of Washington
- Minimum of 3-5 years of experience in immigration law, including trial advocacy

- Minimum of 2 years of experience supervising legal staff (may include supervision of legal volunteers, pro bono attorneys)
- Bilingual in Spanish and English preferred
- Knowledge of affirmative and removal defense work before the Immigration Court and Board of Immigration Appeals
- Well-organized, self-motivated, able to work well under pressure, and able to work collaboratively and as part of a team
- Ability to inspire oneself and motivate others to reach a goal and/or perform to the best of their ability during challenging immigration proceedings
- Ability to find a solution for or to deal proactively with work-related problems
- Ability to pay attention to the minute details of a project or task and complete tasks under stressful situations
- Ability to communicate effectively with others using the spoken word and to communicate in writing clearly and concisely
- Ability to utilize the available time to organize and complete work and meet deadlines
- Excellent written, analytical, oral, organizational, and time management skills
- Must always maintain professional demeanor and excellent work ethics
- Proficiency with computers, MS Office, and CRM (e.g. CLiO)
- Strong public speaking ability
- Direct services experience
- Organizing background in social justice and/or advocacy
- Experience working with people from diverse backgrounds, including low-income populations, people who are marginally housed, immigrant community members, LGBTQ individuals, people of color and/or persons with disabilities
- Experience working with marginalized populations and survivors of trauma
- Dedication to serving immigrant communities with a sincere commitment to working on behalf of low-income clients
- Ability to take care of the customers' needs while following organizational procedures, and ensure that legal team members are trained to maintain diplomatic relations or good customer service, and show consideration for others with diverse backgrounds

We recognize that leadership experience can be developed through community organizing, volunteer leadership, lived experience, mutual aid, advocacy, and other nontraditional career pathways, and have the discretion to accept any other equivalent combination of education and experience when relevant.

## Physical & Emotional Demands

While performing the duties of this job, the employee will be regularly required to be both stationary and mobile; occasionally lift up to 25 lbs; communicate and manage workflows in person, over the computer and via phone; drive a vehicle to additional events. Occasionally required to climb a small ladder, sit, stoop, kneel, crouch. Specific vision abilities required by this job include close vision [close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus].

While performing the duties of this job, the employee may occasionally be required to discuss and engage with issues related to lived trauma and the immigrant experience.

This position is primarily in-office work with some hybrid flexibility (approximately 15-20% remote). Additional travel in surrounding regions for events and meetings may be required regularly.

## Reasonable Accommodations Statement

To accomplish this job, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform essential functions.

## Compensation

This is a salaried exempt position. The pay range for this position is $100,000-$125,000 annually, depending on experience.

## Benefits

Benefits package includes generous paid time off. Full-time employees are eligible for medical, dental, and vision insurance. KIAC covers 100% of medical, dental, and vision with options to add dependents (at cost), and retirement.

## To Apply

We encourage applicants to apply even if they do not meet every qualification listed. Research consistently shows that women, people of color, immigrants, people with disabilities, and other historically excluded groups are less likely to apply unless they meet every requirement. If you believe you could thrive in this role, we encourage you to submit an application.

Click here to apply and submit resume and cover letter.

**Cover letter**: outline your interest in the position and how your experience qualifies you for this role.

**References**: Professional references will be requested from finalists. We understand that not all applicants can provide a current supervisor reference and will work with candidates to identify appropriate professional references.

Priority consideration to applications received by December 7, 2026. Applications will be reviewed on a rolling basis until the position is filled.

Start Date flexible: By January 16, 2027, or depending on availability.

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Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Kitsap Immigrant Assistance Center believes that each employee makes a significant contribution to our success. That contribution should not be limited by the assigned responsibilities. This position description is designed to outline primary duties, qualifications and job scope, but not limit our employees nor the organization to just the work identified. We expect that each employee will offer his/her services in collaboration with their supervisors to ensure the success of the company.

KIAC believes our strength comes from the communities we serve and the diversity of experiences, identities, and perspectives within our team. We are committed to building an inclusive workplace where all employees are treated with dignity, respect, and belonging.

We strongly encourage applications from immigrants, refugees, people of color, multilingual and multicultural candidates, LGBTQIA+ people, people with disabilities, and individuals from communities that have been historically excluded from opportunity.

KIAC is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, veteran status, or any other protected status under applicable law.