

IMMIGRANT LAW CENTER OF MINNESOTA JOB DESCRIPTION

Title: Staff Attorney (Community Defense)

Department:	Legal
FLSA Status:	Full-Time, Exempt
Reports To:	Robyn Meyer-Thompson, Supervising Attorney (Community Defense)

OUR ORGANIZATION

The Immigrant Law Center of Minnesota (ILCM) is Minnesota's premier provider of comprehensive immigration legal services to low-income clients of all nationalities. ILCM is a 30-person office with five locations in the State of Minnesota including two Saint Paul offices and offices in Moorhead, Worthington, and Austin and an office in Fargo, ND. ILCM has been in operation for over 25 years, and is funded through individual, law firm, corporate, United Way, foundation, and local, state, and federal government support. Please visit our website at <https://www.ilcm.org/> to learn more about our work.

OUR MISSION

The mission of ILCM is to enhance opportunities for immigrants and refugees through legal representation for low-income individuals, and through education and advocacy with diverse communities. Our goals are to:

- Remedy legal problems by providing quality immigration legal services to low-income immigrants and refugees of all nationalities
- Prevent legal problems by providing law-related education to immigrants and refugees of all nationalities
- Raise public awareness of immigration issues to encourage sound public policy that protects the universal human rights of immigrants and is both compassionate and practical

OUR VALUES

ILCM's values are grounded in respect for and partnership with our immigrant and refugee clients.

- We bring our full legal passion, dedicated attention and highest quality service to our low-income immigrant and refugee clients and their families.
- We value relationships with the communities we serve and seek to express their full potential and contributions through our work together.
- We work with excellence and integrity.
- We believe in taking action to make immigration systems work for all.

THE ROLE

The Immigrant Law Center of Minnesota is seeking a full-time staff attorney in its Saint Paul, Minnesota office. The staff attorney will be an integral part of our Community Defense team.

The Staff Attorney is responsible for legal representation in a variety of immigration matters, including immigration court cases, and for providing information, technical assistance, outreach, and training on behalf of income-eligible persons of all nationalities.

PRIMARY RESPONSIBILITIES

- Provide representation to individuals and families in defensive immigration matters in both detained and non-detained cases, including some or all of the following tasks:
 - Prepare and submit written pleadings and motions to the Immigration Court in Fort Snelling, MN;
 - Draft and file appropriate applications for relief from removal (i.e.: cancellation of removal, asylum, waiver applications, among others);
 - Meet with clients at detention facilities or remotely;
 - Prepare clients and witnesses for individual hearings;
 - Represent clients (where appropriate) to the Board of Immigration Appeals.
- Provide representation to individuals and families in affirmative immigration matters, including some or all of the following tasks:
 - Prepare and submit immigration applications to the U.S. Citizenship and Immigration Service (USCIS);
 - Respond to requests for evidence;
 - Keep clients informed about their case status;
 - Ensure that clients receive and understand communications from USCIS regarding their pending applications;
 - Prepare clients for interviews with USCIS;
 - Educate clients about their rights and obligations under immigration law.
 - Case types will include, but are not limited to: naturalization, U Visas, VAWA, DACA, and family unity.
- Conduct Know Your Rights presentations at immigration detention facilities for unrepresented individuals and in the community for non-detained unrepresented individuals.
- Mentor student volunteers and staff members on legal issues and immigration topics
- Engage in outreach efforts to immigrant and refugee communities regarding our legal services.
- Conduct intake consultations with and provide advice to potential clients, including individuals in immigration detention.
- Identify and resolve legal issues on behalf of new clients, accept cases, maintain client files.

- Maintain client data in compliance with organization protocols, grant and contract requirements, and ethical obligations.
- Provide information about immigration law to agencies that work with immigrant and refugee communities on a one-to-one basis and through presentations.
- Assist in grant proposal and report preparation as needed.

QUALIFICATIONS | KNOWLEDGE, SKILLS & ABILITIES

- J.D. degree and licensed attorney.
- Experience with immigration law, immigration court matters, and crimmigration preferred.
- Second language fluency in Spanish required.
- Applicants with fluency in a second language other than Spanish (such as Somali, Hmong, Karen, Burmese, Oromo, French, or other languages) also encouraged to apply;
- Excellent oral, listening, and written communication skills.
- Ability to and interest in representing clients in defensive, immigration court proceedings.
- High level of flexibility in adapting to changing immigration laws, procedures, and policies.
- High level of attention to detail and ability to manage multiple projects concurrently.
- Familiarity with diverse refugee and immigrant communities, community agencies, and resources.
- Demonstrated interest in serving the low-income immigrant and refugee community and experience working with persons of diverse economic, cultural, and ethnic backgrounds.
- Ability to work constructively with others, possess good judgment, learn quickly, and work well independently and under pressure as well as in collaboration with other staff and with other organizations.
- Working knowledge of standard word processing and presentation programs (i.e. Microsoft Word and Power Point) required; knowledge of immigration form programs and case database experience a plus.
- Own car and able to travel to detention facilities 2-3 times per month (up to 100 miles from ILCM St. Paul office), to meet with clients, and to conduct outreach.

WORKING ENVIRONMENT

This position will be based out of our Saint Paul office, but will have the opportunity to work remotely and/or on a hybrid basis determined in consultation with the supervisor. The staff attorney may be asked to come into the office on occasion to assist with certain tasks. The staff attorney will also be expected to participate in some events away from the office and on nights or weekends, so the individual in this position must be able to go outside in all MN weather conditions.

COMPENSATION & BENEFITS

ILCM is proud to offer a competitive compensation package which includes:

- Annual compensation will range between \$64,000 and \$69,000 depending on experience.
- Benefits include Paid Time-Off (including PTO & Holidays); Health, Dental, and Vision Insurance with employer contribution; Life Insurance; Short-term and Long-term Disability Insurance; FSA with employer contribution; and SIMPLE IRA Plan w/employer match.

HOW TO APPLY

Please send a letter of interest and resume to: hr@ilcm.org. Closing date: Friday, January 12th 2024. Open until filled. Qualified candidates will be contacted on a rolling basis for an initial screening call with our HR department and will be offered more information on the rest of the process then.

Not sure you meet all the qualifications? Let us decide! Research shows that members of under-represented groups tend to not apply to jobs when they think they may not meet every qualification, when, in fact, they often do! We are committed to creating a diverse and inclusive environment and strongly encourage you to apply.

ILCM is an equal opportunity employer and is committed to providing a work environment that is free from harassment and discrimination. ILCM provides equal opportunity to all applicants for employment in accordance with all federal, state, and local laws and will not refuse to hire any qualified individual, or otherwise discriminate against any individual by reason of an employee's race, color, creed, religion, national origin, sex, sexual orientation, disability, age, marital status, familial status, status with regard to public assistance, or any other characteristic protected by law. ILCM is committed to providing all reasonable accommodations required by law to qualified individuals with disabilities who are applicants for employment and/or who are employed at ILCM.