

## IMMIGRANT LAW CENTER OF MINNESOTA JOB DESCRIPTION

### Title: Southwestern Minnesota Legal Assistant (Legal Assistant)

<b>Department:</b>	<b>Legal</b>
<b>FLSA Status:</b>	<b>Non-exempt</b>
<b>Reports To:</b>	<b>Sara Karki, Supervising Attorney</b>

### 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.

### 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

### THE ROLE

The Legal Assistant will primarily provide immigration legal assistance to low-income immigrant survivors of domestic violence. The Legal Assistant will be responsible for providing immigration legal assistance to low-income immigrants and refugees as supervised by a licensed attorney. The Legal Assistant performs a variety of administrative duties like checking mail, scanning documents, writing letters, gathering information and answering phones, screening new clients, communicating with attorneys, co-workers, and clients. The Legal Assistant will work closely with domestic violence advocates in southwestern Minnesota and hold office hours with partner organizations. ILCM envisions that the individual in this role would ultimately become a Department of Justice (DOJ) accredited representative who will be able to represent clients in USCIS affirmative cases and interviews. This position will be based in Worthington, MN or in St. Paul, MN with frequent regular travel to Southwestern Minnesota.

## PRIMARY RESPONSIBILITIES

- Meet in person and over the phone with clients who are survivors of crime . Assist and support attorneys and Department of Justice (DOJ) accredited representatives with tasks like copying, writing letters, filling out forms as directed. providing full legal representation—or brief service and advice, and referrals for low-income immigrants and refugees.
- Go to community events and meetings to let immigrant survivors of domestic violence, professionals working with immigrant survivors, and general communities know about immigration issues and our services.
- Maintain client records in compliance with organization protocols, governmental contracts, grant requirements, and best practices.
- Document case work and outreach efforts in compliance with grant requirements.

## SECONDARY RESPONSIBILITIES

- Participate in legal meetings, case review, and monthly staff meetings.
- Assist in proposal and grant report preparation as needed.
- Provide back-up in different areas as needed such as reception, intake, or detention line.
- Provide translation of documents and interpreting as needed.
- Manage miscellaneous projects and complete various tasks as needed by management.

## QUALIFICATIONS | KNOWLEDGE, SKILLS & ABILITIES

- Paralegal experience, legal receptionist or legal secretary and/or experience working in an attorney's office is preferred.
- Experience in advocating on behalf of immigrants and immigrant survivors is preferred.
- Experience in working with diverse populations.
- Fluency in Spanish.
- Proficient in all Microsoft programs such as Teams, SharePoint, Word, Excel, and Outlook.
- Experience with case management and immigration forms programs preferred.
- Detail-oriented, service-oriented, organized and able to meet deadlines.
- Dedicated, reliable, organized and able to handle a high volume of assignments.
- Exhibits positive attitude and flexibility and works effectively within a team.
- Experience with office equipment, including copiers, and telephone systems.
- Excellent interpersonal communication and superior customer service skills.
- Understands confidential nature of organization information and maintains confidences.
- Driver's license, car, and ability to travel to/in southwestern Minnesota.

## 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.

### **WORKING ENVIRONMENT & WORK HOURS**

Primarily work in an indoor office setting. Must be able to go outside in all MN weather conditions, and varying temperatures to participate in external meetings/appointments throughout Southwestern Minnesota.

Position will range from .8 FTE to 1 FTE (between 4 days to 5 days per week and this will be discussed as part of the offer package).

### **COMPENSATION & BENEFITS**

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

- Annual compensation based on 1 FTE will range between \$35,000 & \$42,500 depending on experience.
- Benefits: Paid Time-Off (including PTO & Holidays); Health, Dental, and Vision Insurance; Life & Short-term and Long-term Disability Insurance; FSA; and SIMPLE IRA Plan w/employer match.

### **HOW TO APPLY**

Please send a letter of interest and resume to: [hr@ilcm.org](mailto:hr@ilcm.org). Closing date: Monday, January 8<sup>th</sup>, 2024. Open until filled. Qualified candidates will be contacted on a rolling basis for an initial screening call with our HR department.

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. Please visit our website at <https://www.ilcm.org/> to learn more about our work.

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.