

The Immigrant Law Center of Minnesota

Employment Opportunity

Legal Assistant

Organization Summary: The mission of the Immigrant Law Center of Minnesota 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; and
 - *Prevent legal problems* by providing law-related education to immigrants and refugees of all nationalities;
 - *Raise public awareness* of immigration issues so as to encourage sound public policy that protects the universal human rights of immigrants and is both compassionate and practical.
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Job Title: Legal Assistant- Hmong-speaking

Location: Saint Paul

Salary: DOQ

Type: Full-time

Deadline: Open Until Filled

Primary Duties and Responsibilities:

The Legal Assistant is responsible for providing information, technical assistance, outreach and training, and assistance with legal representation in immigration matters to income-eligible persons of all nationalities.

Responsibilities will include:

- Engage in outreach efforts to immigrant and refugee communities regarding our legal services.
- Perform intake consultations with potential clients.
- Identify and resolve legal issues on behalf of new clients, accept cases, maintain client files.
- Provide individual and family legal assistance in immigration matters, including some or all of the following: prepare and submit affirmative immigration applications to the U.S. Citizenship and Immigration Service (USCIS), respond to requests for evidence, ensuring that clients receive and understand all notices from USCIS regarding pending applications, prepare clients for interviews with USCIS, and educate clients about their rights and obligations under immigration law.
- Additional responsibilities for staff attorneys include deportation defense in immigration court and immigration administrative and federal appeals.
- Maintain client data in compliance with organization protocols and with state contracts.

- Provide individual information and group presentations about immigration law to agencies that work with the refugee communities.
- Assist in proposal and grant report preparation as needed.

Experience and Qualification Requirements:**Education/Experience:**

Bachelor's degree in related field, paralegal experience, or similar education or training preferred. Experience in immigration matters preferred.

Other Skills/Requirements:

- Fluency in Hmong required.
- Excellent oral, listening, and written communication skills.
- 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 Microsoft Office programs. Database experience a plus.

Additional Information:

For further information on the Immigrant Law Center of Minnesota, please visit www.ilcm.org.

How to Apply:

If interested, please forward cover letter and resume to oficinalegal@ilcm.org or mail to ILCM Legal, 450 North Syndicate St., Ste. 200, Saint Paul, Minnesota 55104.