

The Immigrant Law Center of Minnesota Employment Opportunity

Organization Summary:

Mission: The Immigrant Law Center of Minnesota enhances 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; and
- *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.

Job Title: Staff Attorney – Spanish Speaking **Location:** St. Paul, Minnesota

Salary: DOQ **Type:** Part-time, temporary **Deadline:** open until filled

Primary Duties and Responsibilities:

This position is responsible for implementation of a comprehensive program of naturalization workshops, screenings, and application assistance, in collaboration with the Mexican Consulate. Through this program, ILCM will address the need for naturalization assistance in communities in Minnesota, North Dakota, South Dakota, and Wisconsin. This position is part-time, temporary at .50 FTE (full-time equivalent) through December 31, 2017.

Responsibilities will include:

- Develop and provide naturalization workshops in Minnesota, North Dakota, South Dakota, and Wisconsin.
- Provide naturalization legal screenings for workshop participants, to assess eligibility for naturalization.
- Provide application assistance services to individuals in completing and filing naturalization applications, including review of documents and assistance with completing and submitting the naturalization application.
- Provide full immigration representation to individuals and families, specifically in naturalization applications before USCIS.
- Engage in outreach efforts to immigrant and refugee communities regarding our legal services.
- Maintain client data in compliance with organization protocols and in compliance with grants and contracts.

Experience and Qualification Requirements:

Education/Experience:

J.D. degree and admission to a state bar. Experience in immigration matters required.

Other Skills/Requirements:

- Second language fluency in Spanish 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.
- 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 exercise good judgment, learn quickly, work under pressure, collaborate constructively with other staff and other organizations, and work well independently.
- Driver's license is required for travel to potential outreach sites in Minnesota, Wisconsin, North Dakota, and South Dakota.
- Working knowledge of Microsoft Office programs, immigration form programs and case 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.