

**The Immigrant Law Center of Minnesota  
Employment Opportunity**

**Staff Attorney**

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**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;
  - *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.
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**Job Title:** Staff Attorney

**Location:** Worthington, MN

**Salary:** DOQ

**Type:** Full-time

**Deadline:** Open until filled

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**Primary Duties and Responsibilities:**

This position is responsible for providing information, technical assistance, outreach and training, and representation in immigration matters to income-eligible persons of all nationalities.

**Responsibilities:**

- Provide individual and family legal representation in immigration matters to clients, including some or all of the following: affirmative immigration applications before the U.S. Citizenship and Immigration Service (USCIS), respond to requests for evidence, ensure that clients receive and understand all notices from USCIS regarding their pending applications, prepare clients for interviews with USCIS personnel, 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.
  - 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.
  - Maintain client data in compliance with organization protocols and in compliance with grants and contracts.
  - Provide information regarding immigration law to agencies who work with the immigrant and refugee communities on a one-to-one basis and through presentations.
  - Assist in grant proposal and report preparation as needed.
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**Experience:**

## Education/Experience:

- Bachelor's degree in related field. U.S. law school and licensed to practice in Minnesota preferred.
- Experience in immigration matters preferred.

## Knowledge, Skills, and Abilities:

- Fluent in both English and Spanish preferred.
  - 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 work constructively with others, exercise good judgment, learn quickly, 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.
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**Additional Info:**

For further information on the Immigrant Law Center of Minnesota, please visit [www.ilcm.org](http://www.ilcm.org).

**How to Apply:**

If interested, please forward cover letter and resume to [oficinalegal@ilcm.org](mailto:oficinalegal@ilcm.org) or mail to ILCM Legal, 450 North Syndicate Street., Suite 200, Saint Paul, Minnesota 55104.