

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

**Organization Summary:** The mission of the Immigrant Law Center of Minnesota is to provide quality immigration legal services, law-related education, and advocacy to meet the steadily increasing needs of Minnesota's growing immigrant and refugee 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.

**Job Title:** Staff Attorney -  
Spanish Speaking

**Location:** Worthington, Minnesota

**Salary:** DOQ

**Type:** Full-time

**Deadline:** open until filled

### **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 will include:

- Provide individual and family legal representation in immigration matters to clients, including some or all of the following: affirmative immigration applications before USCIS; U.S. consulates abroad; 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 proposal and grant report preparation as needed.

### **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, 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, 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.

**Additional Information:**

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 resume to [oficinalegal@ilcm.org](mailto:oficinalegal@ilcm.org) or mail to ILCM Legal, 450 North Syndicate St., Ste. 200, Saint Paul, Minnesota 55107.