Detention Project Assistant
Job Description

Purpose of the Immigrant Law Center of Minnesota: Immigrant Law Center of Minnesota (ILCM) is a nonprofit agency that provides immigration legal assistance to low-income immigrants and refugees in Minnesota. ILCM also works to educate Minnesota communities and professionals about immigration matters, and advocates for state and federal policies which respect the universal human rights of immigrants.

Purpose of the Position: The Detainee Assistance Project was created to meet the legal needs of detained immigrants. Unlike in the criminal court system, individuals held in immigration custody are not provided any legal assistance and are responsible for locating their own counsel. The vast majority are unable to afford the services of a private immigration attorney, leaving detainees with very few or no options. The intern will assist legal staff in answering calls from detainees and relaying information about court processes.

Primary Duties and Responsibilities:
☐ Answering Calls from Detained Immigrants
☐ Informing Callers about Immigration Detention Processes and Procedures
☐ Following up with and relaying information to Detainees and their Families
☐ Communicating with Government Agencies
☐ Translating Documents
☐ Working on case assistance projects for Staff Attorneys
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Impact of the Assignment: Detention Project Assistants provide a unique source of information about the immigrant detention system to Minnesota’s immigrants, refugees, and their families. Detainees have little to no access to legal aid; ILCM's Detention Project hotline is an essential source for information about detention processes and procedures and available avenues for relief. Assistants thus help families and individuals make informed decisions when facing deportation and occasionally help individuals find available ways to stay in the country legally.

Experience and Qualifications Requirements:
• Must be enrolled in or a graduate of a four-year college degree program.
• Must be able to read, write, and speak both Spanish and English fluently. Some exceptions made for other second language fluency.
• Must possess cross-cultural communications skills and interpersonal sensitivity necessary to successfully work as an advocate.
• Applicants with previous experience in victim advocacy and support are preferred.

Benefits to Volunteer:
• Opportunity to use language skills and cultural competency to benefit immigrants and refugees
• Opportunity to increase your own understanding of immigration law and immigration detention issues
• Opportunity to develop communication skills applicable to a variety of fields of employment
• College credit or work study arrangements can sometimes be made with your school
• Invitation to ILCM continuing education and enrichment events

Supervisor: Assistants will be supervised by Robyn Meyer-Thompson, Staff Attorney. Support will be provided by ILCM’s Volunteer Coordinator.
Commitment: ILCM seeks Detention Project Assistants on a semester-based schedule and a rolling basis. Volunteers are expected to commit to 10-12 hours per week. ILCM is currently seeking to fill the position for this period:

☐ Fall (September through December)  ☐ Rolling (four month minimum commitment)  ☐ Spring (end of January through May)  ☐ Summer (June-August)

After the semester period, assistants and ILCM will discuss the possibility of extending term of service depending on needs and interests of both the assistant and the organization. ILCM prioritizes long-term volunteers who gain skills and experience during their time at ILCM, enabling them to more fully contribute.

Work Location:
☐ ILCM main offices at 450 N. Syndicate St, accessible by Bus line 21 and Metro Green Line

How to apply: Please send resume and cover letter to ILCM Volunteer Coordinator at volunteer@ilcm.org and robyn.meyer-thompson@ilcm.org

I have read this job description, understand the terms of my service, and commit to the responsibilities it describes.

Volunteer Signature: ____________________________ Date: ____
Supervisor Signature: ____________________________ Date: ____
Volunteer Coordinator Signature: ______________________ Date: ____