

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

Spanish-Speaking Staff Attorney

The Immigrant Law Center of Minnesota is seeking a staff attorney in its Worthington, Minnesota office. Second language fluency in Spanish is required.

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 to encourage sound public policy that protects the universal human rights of immigrants and is both compassionate and practical.

The Immigrant Law Center of Minnesota (ILCM) is a 32-person office with five locations in the State of Minnesota including two Saint Paul offices and offices in Moorhead, Worthington, and Austin. ILCM has been in operation for 23 years, and is funded through individual, law firm, corporate, United Way, foundation, and local, state, and federal government support.

www.ilcm.org

Job Title: Staff Attorney

Location: Worthington, MN

Type: Full-time

Deadline: Open until filled

Primary Duties and Responsibilities:

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

Responsibilities:

- Provide legal representation in immigration matters, including some or all of the following: prepare and submit affirmative immigration applications to the U.S. Citizenship and Immigration Services (USCIS), respond to requests for evidence, ensure that clients receive and understand notices from USCIS regarding their applications, prepare and represent clients in administrative interviews with USCIS, and educate clients about their rights and obligations under immigration law.

- Case types may include naturalization, adjustment of status, Deferred Action for Childhood Arrivals, U Visa, self-petitions under the Violence Against Women Act, Special Immigrant Juvenile Status petitions, family-based petitions, and administrative appeals.
 - Conduct 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.
 - Engage in outreach efforts to immigrant and refugee communities regarding our legal services.
 - Conduct Know Your Rights presentations for immigrant and refugee communities.
 - Provide information about immigration law to agencies that work with 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:

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

Knowledge, Skills, and Abilities:

- Fluency in both English and 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 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.
 - Own car and able to travel to meet with clients, attend interviews at USCIS, attend meetings in St. Paul, and to conduct outreach.
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Compensation: Salary range is \$43,700-\$65,550, dependent on experience. Benefits include paid-time-off; health, dental, life, short-term disability, and long-term disability insurance; and retirement plan with employer matching.

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 Street., Suite 200, Saint Paul, Minnesota 55104.

ILCM is an equal opportunity employer and is committed to providing a work environment that is free from harassment and discrimination. ILCM provides equal opportunity to all applicants for employment in accordance with all federal, state, and local laws and will not refuse to hire any qualified individual, or otherwise discriminate against any individual by reason of an employee's race, color, creed, religion, national origin, sex, sexual orientation, disability, age, marital status, familial status, status with regard to public assistance, or any other characteristic protected by law.