

# The Immigrant Law Center of Minnesota

## Employment Opportunity

### Pro Bono Manager

---

The Immigrant Law Center of Minnesota is seeking a pro bono manager in its Saint Paul, Minnesota office. The pro bono manager will be an integral part of our legal team. Second language fluency in Spanish, Karen, Hmong, Somali, or Amharic is preferred.

**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 31-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, foundation, and local, state, and federal government support.

[www.ilcm.org](http://www.ilcm.org)

---

**Job Title:** Pro Bono Manager

**Location:** Saint Paul

**Type:** Full-time

**Closing Date:** Open until filled

---

#### **Primary Duties and Responsibilities:**

The Pro Bono Project engages members of the private bar to provide legal services to income-eligible immigrants and refugees in several areas of immigration law, including but not limited to, citizenship, deferred action for childhood arrivals (DACA), crime victim relief, family reunification, and removal defense. The Pro Bono Manager implements ILCM's pro bono programming, in addition to a small caseload.

Responsibilities will include:

- Oversee the ILCM pro bono project including: evaluate and track progress of current pro bono programs to assess program effectiveness and service quality—including researching various models of pro bono service provision; maintain and develop partner relationships with local law firms, in-house legal departments, pro bono partners, and community organizations to support the pro bono project and identify

areas of need; adjust programming to areas of high demand, funding requirements, and organizational needs; work with ILCM staff to identify and implement best systems for client-centered pro bono services.

- Create and implement new programs to meet client needs including: develop pilot projects and systems for new or adjusted areas of pro bono programming; create volunteer curriculum and training for new projects; work with ILCM intake, partners, and community groups to conduct outreach and education related to ILCM pro bono programming.
- Supervise and support Pro Bono Coordinator.
- Along with the Pro Bono Coordinator, manage volunteers including recruitment, training, mentorship, and ongoing support.
- Along with the Pro Bono Coordinator, provide case assessment and placement including: conduct legal screenings and follow-up research to evaluate cases for pro bono placement; identify attorney for case placement; conduct conflict checks; and compile case placement files.
- Along with the Pro Bono Coordinator, oversee and assist with legal clinics, brief service events, and other community legal events and activities as assigned.
- Provide representation to a small docket of individuals and families in affirmative immigration matters. Case types will include, but are not limited to: naturalization, U visas, VAWA, DACA, and family unity.
- Maintain client data in compliance with organization protocols, grant and contract requirements, and ethical obligations.
- Engage in outreach efforts to immigrant and refugee communities regarding our legal services.
- Collaborate with other agencies that work with immigrant and refugee communities, including conducting presentations and conducting clinics.
- Assist in grant proposal and report preparation as needed.
- Other responsibilities as assigned.

---

## **Experience and Qualification Requirements:**

Education/Experience:

J.D. degree and admission to a state bar or DOJ accredited representative. Three years of experience or equivalent with immigration law and immigration court matters preferred.

Other Skills/Requirements include:

- Second language fluency in Spanish, Karen, Hmong, Somali, or Amharic is preferred.
- Experience in program management, particularly of pro bono programs, preferred.
- Excellent oral, listening, and written communication skills.
- Excellent interpersonal communication skills and relationship building skills to effectively work with a variety of people and personalities, including developing relationships with clients, volunteers, independent contractors, staff, partnering agencies, and Board members.
- High level of flexibility in adapting to changing immigration laws, procedures, and policies.
- 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, possess good judgment, learn quickly, and work well independently and under pressure as well as in collaboration with other staff and with other organizations.
  - Working knowledge of standard word processing and presentation programs (i.e. Microsoft Word and Power Point) required; knowledge of immigration form programs and case database experience a plus.
- 

**Compensation:** Salary range is \$44,800-\$67,200, 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 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. Position is open until filled.

---

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.