



OUR ORGANIZATION

The Immigrant Law Center of Minnesota (ILCM) is Minnesota's premier provider of comprehensive immigration legal services to low-income clients of all nationalities. ILCM is a 30-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 25 years, and is funded through individual, law firm, corporate, United Way, foundation, and local, state, and federal government support. ILCM's annual budget is currently \$2.8 million.

OUR MISSION

The mission of ILCM 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
- *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

RESPONSIBILITIES

- Strong attention to detail and ability to maintain strict confidentiality
- Assist with operations of ILCM's nonprofit legal office in Worthington
- Conduct screening for intake and eligibility.
- Prepare case summaries.
- Schedule consultations.
- Make copies, scan documents, write and send letters.

QUALIFICATIONS | KNOWLEDGE, SKILLS & ABILITIES

- Near Native proficiency in a second language common among immigrants or refugees in the area, especially Karen, Lao, Hmong, Burmese, Karenni, Tigrinya, Amharic, Anyuak or Spanish

OUR VALUES

ILCM's values are grounded in respect for and partnership with our immigrant and refugee clients.

- **We** bring our full legal passion, dedicated attention and highest quality service to our low-income immigrant and refugee clients and their families.
- **We** value relationships with the communities we serve and seek to express their full potential and contributions through our work together.
- **We** work with excellence and integrity.
- **We** believe in taking action to make immigration systems work for all.

HOW TO APPLY

Please email a resume and cover letter to volunteer@ilcm.org. Deadline to apply is February 28, 2022.

Visit our website at <https://www.ilcm.org/> to learn more about our work.

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. ILCM is committed to providing all reasonable accommodations required by law to qualified individuals with disabilities who are applicants for employment and/or who are employed at ILCM.