

Starting Salary: \$25.57/hr, depending on experience & according to scale

Title: Legal Assistant

Position Type: Regular Full-Time (37.50 hours per week), Non-exempt

Location: Flexible work environment with hybrid & in-office options; based out of Twin Cities Metro Area, MN outstate offices, or Fargo, ND.

Introduction:

The Legal Assistant provides immigration legal assistance to low-income immigrants and refugees under the supervision of a licensed attorney. Depending on the assigned team and issue area, this role may support community defense, new beginnings, or other ILCM program areas as needed. The Legal Assistant performs a range of administrative and case support duties to assist ILCM clients.

What's in it for you?

- The opportunity to make an impact in the community by enhancing opportunities for immigrants and refugees in Minnesota and North Dakota.
- We believe in work-life harmony. This role offers the flexibility to blend remote work with in-office collaboration.
- We provide paid leave including the following:
 - Paid Time Off – Employee earns 12.5 hours per month during the first 2 years of employment (4 weeks), 15.625 per month in years 2-5 (5 weeks), and 18.75 per month after 5 years (6 weeks). Employees can carry up to 80 hours of unused leave from year to year.
 - Earned Sick and Safe Time (ESST): In compliance with Minnesota law, ILCM will provide employees with paid sick & safe leave under this policy. All employees will receive eighty (80) hours sick and safe time, or pro-rated upon the commencement of employment. Unused sick and safe time will not be carried over from one calendar year to the next, nor will it be paid out at the end of each year.
 - Holiday Leave: Most major federal holidays off including the days between Christmas Eve and New Years Day. In addition, ILCM offers one floating holiday and the opportunity to exchange holidays that don't fall within an employee's religious or cultural background (i.e., alternative holidays).
 - Paid Family & Medical Leave: In compliance with Minnesota statute. See Handbook and Benefits Guide for more information.
- We provide competitive benefits including the following:
 - Medical, dental and vision insurance (with employer contributions)
 - Employer-paid life and disability coverage (voluntary life insurance is available at employee cost)
 - SIMPLE IRA retirement plan with employer match
 - FSA and HSA with employer contributions (HSA is only available for employees enrolled in our HSA medical plan)
 - Pet Benefits & Pet Discount Program with employer contributions
 - A remote connectivity stipend of \$50/month

- Payment for organizational/membership dues
- Training/professional development budget of \$500/year

Why ILCM?

- You will be championing social justice & creating meaningful impact.
- You will work in a place that values diversity, equity, and belonging. We encourage new ideas, value multiple perspectives, and foster a supportive environment where each role matters.
- We offer competitive and transparent compensation. We aim to ensure that pay, benefits, and career progression reflect your contributions, impact, and market value.
- You will work with a committed organization dedicated to serving and empowering clients. ILCM's values are grounded in respect for and partnership with our immigrant and refugee clients.

Primary Responsibilities

70% Case support

- Support attorneys and accredited representatives in providing full legal representation, brief services, legal advice, and referrals to low-income immigrants and refugees, including:
 - Screening and conducting intake consultations by phone, Teams, or in person;
 - Providing information and referrals to clients;
 - Communicating with clients regarding case status and progress;
 - Requesting and obtaining documents from clients and government agencies;
 - Meeting with clients to obtain signatures on immigration forms, applications, and filings;
 - Conducting legal and criminal record research and preparing document requests;
 - Researching and preparing country conditions reports;
 - Preparing and drafting USCIS and court documents with attorney review for filing;
 - Reviewing and analyzing court documents; and
 - Tracking deadlines and submitting inquiries for cases outside normal processing times.

10% Administrative support

- Maintain accurate and timely client records in compliance with organizational policies, governmental contracts, grant requirements, and best practices, including organizing, scanning, uploading, and maintaining physical and electronic case files; documenting case notes and correspondence; and preparing and processing letters and case files in the legal database.
- Create new client files in database as well as physical files.

5% Language support

- Provide document translation related to case matters

- Prepare materials and correspondence in one of the primary languages that our clients speak (Spanish, Somali, Hmong, Karen)

10% Outreach

- Participate in community outreach activities, including tabling at community events or participating in clinics.
- Assist on outreach tracking and follow up, as needed.

Secondary Responsibilities – 10%

- Complete time records for financial management, grant reporting, and compliance purposes.
- Participate in legal team meetings, case reviews, and monthly all-staff meetings.
- Engage in training and professional development opportunities as assigned or required.
- Assist with proposal development and grant reporting as needed.
- Assist with unscheduled walk-in clients, as needed.
- Perform other duties and special projects as assigned.

***Note that this position does not have a pathway to DOJ accreditation.**

Qualifications | Knowledge, Skills & Abilities

- Paralegal experience or experience working in an attorney's office, preferred.
- Fluency in a language spoken by a significant proportion of ILCM's client population, such as Spanish, Somali, Hmong, Amharic, Oromo, Karen, or Karenni.
- Proficient in all Microsoft programs such as Word, Excel, Outlook, Teams and SharePoint.
- Experience with LegalServer and/or other timekeeping programs preferred.
- Strong communication skills, both written and verbal.
- Able to work well cross-departmentally, handle multiple assignments and meet deadlines.
- Excellent organizational, analytical, and problem-solving abilities.
- Familiarity with diverse refugee and immigrant communities, community agencies, and resources.
- Passion for serving the low-income immigrant and refugee community and experience working with persons of diverse economic, cultural, and ethnic backgrounds.

Compensation & Benefits

ILCM is proud to offer a competitive compensation package which includes a starting pay of \$25.57/hr, depending on experience & according to scale. Additionally, ILCM offers a comprehensive benefits package as described above.

Application Submission:

Please send a letter of interest or cover letter and resume to: hr@ilcm.org. Open until filled. Qualified candidates will be contacted on a rolling basis for an initial screening call and will be offered more information on the rest of the process then.

If you require a reasonable accommodation for completing this application, interviewing, or otherwise participating in our employee selection process, please contact Diego Rivera at diego.rivera@ilcm.org. Please direct all other inquiries to hr@ilcm.org.

Not sure you meet all the qualifications? Let us decide! Research shows that members of under-represented groups tend to not apply to jobs when they think they may not meet every qualification, when, in fact, they often do! We are committed to creating a diverse and inclusive environment and strongly encourage you to apply.

To learn more about ILCM, please visit our website: <https://www.ilcm.org/>.

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.