

Starting Salary: \$84,750 (for minimum of 3 years' experience), higher compensation is available depending on experience & according to scale.

Title: Assistant Supervising Attorney

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

Location: Flexible work environment with hybrid & in-office options; primarily based out of the NW MN or Fargo ND area.

Introduction:

The Assistant Supervising Attorney will provide delegated legal oversight, mentorship, and case review while maintaining an active caseload, supporting the Supervising Attorney in ensuring high-quality, compliant legal services.

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
 - Flexible Spending Account (FSA) and Health Savings Account (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 and 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 90%

- 35% supervision and co-counseling
 - Provide legal guidance, mentoring, and ongoing feedback to supervised staff.
 - Work with supervising attorneys to ensure adherence to ethical obligations, confidentiality requirements, grant requirements, and supervision standards.
 - In immigration matters, ensure compliance with DOJ/EOIR and USCIS rules and procedures.
 - Assist with workload management, and deadline monitoring.
 - Co-counsel cases with supervisees
 - Provide support for complex legal issues, hearings, and matters requiring attorney representation.
- 45% Maintain own caseload
 - Ensure clients receive competent, high-quality representation and accurate legal advice.
 - Provide representation to individuals in affirmative immigration matters with USCIS.
 - Provide support for immigrant and refugee clients who interact with the immigration court system.
- 10% program support and outreach
 - Collaborate with partner agencies on outreach efforts, conduct presentations and host clinics on topics including changes to immigration policy, Know Your Rights, Immigration 101, etc.
 - Collaborate with other agencies that work with immigrant and refugee communities to ensure resources are being best utilized.

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.

Qualifications | Knowledge, Skills & Abilities

- J.D. degree and licensed attorney under the MN State Bar.
- Minimum of 3 years' experience with immigration law, USCIS filings, and immigration court matters, including law school clinic, paralegal, and attorney experience.
- Supervisory experience, including supervision of interns, law clerks, etc., preferred.
- Second language fluency in language spoken by client community (i.e., Spanish, Somali, Arabic, Pashto, Dari, Kurdish, etc.) preferred.
- Ability to travel to meet with clients, partner agencies, and to conduct outreach activities.
- Proficient in all Microsoft programs such as Word, Excel, Outlook, Teams and SharePoint.
- Experience with LegalServer and/or other case management 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 salary of \$84,750, 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.