



IMMIGRANT LAW CENTER — of MINNESOTA —

Supporting families and strengthening communities since 1996

Community Defense Legal Assistant, St. Paul

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 37-person office with five locations in the State of Minnesota (including two Saint Paul offices and offices in Moorhead, Worthington, Austin), and an office in Fargo, North Dakota. ILCM has been in operation for over 27 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 \$3.7 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.

OUR VALUES

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

- 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.

THE ROLE

Job Title: Community Defense Legal Assistant

Location: Flexible work environment with remote, hybrid, and in-office options; based out of Twin Cities Metro Area.

Type: Full-time/37.5 hours per week

Overview: The Community Defense (CD) Legal Assistant will be responsible for providing immigration legal assistance to low-income immigrants and refugees as supervised by a licensed attorney on our Community Defense team. This team focuses on representation of individuals who have pending immigration court matters. The Legal Assistant performs a variety of administrative duties to assist the team in representing clients in removal proceedings and before U.S. Citizenship and Immigration Services.

PRIMARY RESPONSIBILITIES

1. Provide full legal representation—or brief service and advice, and referrals for low-income immigrants and refugees in immigration court cases, including:
 - a. Screen and conduct intake consultations with potential clients
 - b. Provide information, and referrals to low-income refugees and immigrants.
 - c. Answer phone calls and inform clients of case progress.
 - d. Answer calls on the detention line.
 - e. Perform legal and criminal record research and prepare requests for documents.
 - f. Research and prepare country conditions reports.
 - g. Review and analyze court documents.
 - h. Track deadlines and submit inquiries for cases outside normal processing time.
 - i. Provide individual and family legal assistance in immigration matters, including some or all of the following under attorney supervision:
 - a. Preparing and submitting timely and accurate affirmative immigration applications with supporting documents to the U.S. Citizenship and Immigration Service (USCIS).
 - b. Ensuring that clients receive and understand all notices from USCIS regarding pending applications.
 - c. Responding to requests for evidence.
 - d. Preparing clients for interviews with USCIS or for hearings in immigration court.
 - e. Educating clients about their rights and obligations under immigration law.
 - f. Drafting client correspondence.
2. Engage in outreach efforts to immigrant and refugee communities, professionals working with immigrants and refugees, and general communities regarding immigration issues, including:
 - a. Engage in outreach efforts to immigrant and refugee communities regarding our legal services.
 - b. Liaise with government agencies such as the Department of Homeland Security.
 - c. Provide individual information and group presentations about immigration law to agencies that work with immigrant and refugee communities.
 - d. Monitor and advise about immigration-related policy and practices to refugee and immigrants.
 - e. Provide community outreach and educational sessions to refugees and immigrants.

3. Maintain client records in compliance with organization protocols, governmental contracts, grant requirements, and best practices, including:
 - a. Organize, scan and store documents into legal database, as well as clients' physical files.
 - b. Document notes and exchanged information into legal database.
 - c. Maintain database, create and process letters and case files.

SECONDARY RESPONSIBILITIES

1. Complete biweekly time records for financial management, grant reporting, and recordkeeping purposes.
2. Participate in legal meetings, case review, and monthly staff meetings.
3. Participate in training and development opportunities.
4. Assist in proposal and grant report preparation as needed.
5. Manage miscellaneous projects and complete various tasks as needed by management.
7. Provide back-up in different areas as needed such as reception or intake.
8. Assist with unscheduled walk-ins as needed.
9. Provide translation of documents and interpret for clients as needed.

QUALIFICATIONS | KNOWLEDGE, SKILLS & ABILITIES

- Associate or bachelor's degree in any field, paralegal experience, or experience working in an attorney's office with some college credits.
- Fluency in a language spoken by a significant proportion of ILCM's client population, such as Spanish, Somali, Hmong, Amharic, Oromo, Karen, or Karenni.
- Experience in working with diverse populations.
- Experience in advocating on behalf of immigrants.
- Proficient in all Microsoft programs such as Word, Excel, Outlook, Teams and SharePoint.
- Experience with LegalServer and immigration forms programs preferred.
- Detail-oriented, service-oriented, organized and able to meet deadlines.
- Dedicated, reliable, organized and able to handle a high volume of assignments.
- Exhibits positive attitude and flexibility and works effectively within a team.
- Experience with office equipment, including copiers, and telephone systems.
- Excellent interpersonal communication and superior customer service skills.
- Understands confidential nature of organization information and maintains confidences.

COMPENSATION & BENEFITS

ILCM is proud to offer a competitive compensation package which includes an hourly rate between \$18.50 and \$22.00 (DOE).

In addition to the rate described above, ILCM offers a comprehensive benefits package including:

- Paid-time-off (PTO) that increases based on tenure but starts off with 20 days per year.

- Holiday leave, including 11 holidays & the week between Christmas Eve & New Years Day.
- Health benefits including:
 - Medical insurance through Medica: ILCM currently pays 90% of the employee & dependent portion of premiums and 80% for spouses/domestic partners.
 - Dental insurance through Delta Dental: ILCM currently pays 65% of the employee and dependent premiums.
 - Vision insurance through Avesis: 100% employee paid.
- Flexible Spending Account (FSA): ILCM currently contributes \$500 per year regardless of whether the employee is enrolled in ILCM's health plan.
- Life, Short/Long-term Disability Insurance through Reliance with the option to buy up voluntary life insurance.
- SIMPLE IRA Retirement Plan w/employer match of up to 3% of the employee's compensation.
- A remote connectivity stipend of \$50/month.

Please note that all benefits programs are governed by plan documents. In the event of any conflicts, the plan documents will govern.

APPLICATION INSTRUCTIONS & TIMELINE

Please send a cover letter or letter of interest and a CV or resume to hr@ilcm.org. Open until filled.

Timeline: ILCM will be accepting resumes through early November at which point we will begin reviewing resumes. Qualified candidates will be contacted in early November for an initial screening call and will be offered more information on the rest of the process then.

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.