



IMMIGRANT LAW CENTER — of MINNESOTA —

Supporting families and strengthening communities since 1996

Legal Assistant, North Dakota

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 28 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: Legal Assistant

Location: Flexible work environment with remote, hybrid, and in-office options; based in Fargo, ND.

Type: Part-time; approximately 20-22 hours per week.

Overview: The Legal Assistant will be responsible for providing immigration legal services under supervision to refugee and asylee clients in North Dakota and possibly Minnesota. The position will be based in Fargo, ND and will work closely with ILCM's Accredited Representative based in Fargo.

The Legal Assistant will assist eligible refugees and asylees in preparing applications to adjust status to Lawful Permanent Residence (LPR), applications for work permits, applications to replace LPR cards, and applications for naturalization. The Legal Assistant will also conduct community outreach and coordinate grant activities with partner agencies.

PRIMARY RESPONSIBILITIES

1. Provide representation under attorney supervision to refugees and asylees eligible to apply for Lawful Permanent Residence (LPR), applications for work permits, applications to replace LPR cards, and applications for naturalization, including:
 - a. Preparing and submitting immigration applications to the U.S. Citizenship and Immigration Service (USCIS);
 - b. Responding to requests for evidence;
 - c. Keeping clients informed about their case status;
 - d. Ensuring that clients receive and understand communications from USCIS regarding their pending applications; and
 - e. Preparing clients for interviews with USCIS.
2. Conduct remote and in-person intake consultations and provide information to potential clients.
3. Identify and resolve legal issues on behalf of new clients, accept cases, maintain client files.
4. Maintain client data in compliance with organization protocols, grant and contract requirements, and ethical obligations.
5. Engage in outreach efforts to immigrant and refugee communities regarding our legal services.
6. Provide information about immigration law to agencies that work with immigrant and refugee communities on a one-to-one basis and through presentations.
7. Assist in grant proposals and report preparation as needed.
8. Build and maintain relationships with new grant partners.
9. Participate in regular staff meetings, legal meetings, and case review sessions.
10. Perform other tasks, responsibilities, and special projects as assigned or directed.

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, Haitian Creole, Swahili, or Pashto.
- 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 an hourly rate between \$18.50 and \$22.00 (DOE). In addition, part-time employees are eligible for the following benefits:

- **MN's Earned Sick and Safe Time (ESST)**: An employee earns one hour of sick and safe time for every 30 hours worked and can earn a maximum of 48 hours each year. This policy complies with the MN State ESST law effective Jan 1st, 2024, and with the Saint Paul Sick and Safe Leave Ordinance. Though ILCM is not required to offer this to employees based in other states outside of MN, ILCM is committed to fairness and equity and therefore ILCM is offering this leave as a benefit to the ND Legal Assistant. The time for ESST will be prioritized for sick and safe time following employee's request to take sick and safe time off.
- **Holiday pay**: Part-time employees are eligible for paid holidays computed on a pro-rata basis dependent on hours per week if the holiday falls on the employee's regularly scheduled day of work.
- **Remote connectivity stipend**: ILCM offers a remote connectivity stipend of \$50/month to help subsidize home internet and/or telephone costs.

APPLICATION INSTRUCTIONS & TIMELINE

Please send a cover letter or letter of interest and a CV or 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.

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.