



## **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 35-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 over 25 years, and is funded through individual, law firm, corporate, United Way, foundation, and local, state, and federal government support.

## **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
- Maintain an organized and up-to-date mailbox and administrative forms area.
- Help in the completion of the office/kitchen supplies inventories.
- Complete monthly reconciliations of client documents and filing fees to ensure accuracy and strong internal controls and recordkeeping.
- Provide interpretation and translation as needed.
- Establishing and maintaining filing systems and internal processes, assisting with special projects, and preparing reports.
- On assigned days, perform administrative-staff-of-the-day duties in the office, including but not limited to greeting, assisting, and/or directing visitors; receiving payments (cash, money order or personal check) and providing receipts; processing incoming mail, date stamping, and distributing all general correspondence; processing some outgoing mail; and assisting staff in the office with administrative and office needs.
- Perform miscellaneous projects and complete various tasks as needed by management such as data entry.

- Understand and display high levels of internal and external customer service, with excellent listening skills.

## QUALIFICATIONS | KNOWLEDGE, SKILLS & ABILITIES

- Near Native proficiency in a second language Spanish
- Proficient in all Microsoft programs including word processing (Word), spreadsheets (Excel), database, and email (Outlook) computer applications. Must easily learn database programs that organize client and/or contact information.
- Able to manage multiple tasks and projects simultaneously.
- Experience with office equipment, including copiers and telephone systems.

## 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](mailto:volunteer@ilcm.org). Deadline to apply is November 29, 2024.

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.*