



IMMIGRANT LAW CENTER — of MINNESOTA —

Supporting families and strengthening communities since 1996

New Americans Immigration Hub Staff Attorney

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 \$4.7 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: New Americans Immigration Hub Staff Attorney

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 Immigrant Law Center of Minnesota is seeking an experienced full-time staff attorney in its Saint Paul, Minnesota office. The staff attorney will be an integral part of the New Americans Immigration Hub (“Hub”), a state-funded project in collaboration with key partners to improve the delivery of immigration legal services in Minnesota. Hub partners include the Advocates for Human Rights, Mid-Minnesota Legal Aid, Southern Minnesota Regional Legal Services, and Volunteer Lawyers Network. Hub work centers on improving and coordinating legal service access points, community education, rapid response, and centralized intake.

The Hub Staff Attorney is responsible for supporting Hub efforts to meet its goals. The position reports to our Legal Director.

PRIMARY RESPONSIBILITIES

1. Attend regular New Americans Immigration Hub and appropriate subcommittee meetings.
2. Coordinate outreach efforts to immigrant communities regarding educational presentations and Hub legal services.
3. Oversee, coordinate, and support implementation of Hub centralized phone intake system.
4. Provide immigration legal advice to individuals calling intake line and walk ins.
5. Participate in Hub legal clinics as needed including rapid response clinics.
6. Collaborate with internal and external partners on rapid response planning.
7. Provide limited or full representation in defensive or affirmative immigration cases as appropriate.
8. Update ILCM leadership and staff on Hub activities at monthly legal team meetings and staff meetings.
9. Assist in grant proposal and report preparation as needed.
10. Support other Hub activities and work as assigned.
11. Maintain client data in compliance with organization protocols, grant and contract requirements, and ethical obligations.

SECONDARY RESPONSIBILITIES

1. Complete bi-weekly time records for financial management, grant reporting, and recordkeeping purposes.
2. Participate in monthly staff meetings.
3. Participate in weekly leadership team meetings.
4. Participate in training and development opportunities.
5. Manage miscellaneous projects and complete various tasks as needed by leadership.

QUALIFICATIONS | KNOWLEDGE, SKILLS & ABILITIES

- J.D. degree and licensed attorney.
- 3-5 years experience with immigration law, immigration court matters, immigration phone intake systems, and crimmigration preferred.
- Applicants with fluency in a second language such as Spanish, Somali, Hmong, Karen, Burmese, Oromo, French, or other languages preferred.
- Excellent oral, listening, and written communication skills.
- High level of flexibility in adapting to changing immigration laws, procedures, and policies.
- High level of attention to detail and ability to manage multiple projects concurrently.
- Familiarity with diverse refugee and immigrant communities, community agencies, and resources.
- Demonstrated interest in serving the low-income immigrant and refugee community and experience working with persons of diverse economic, cultural, and ethnic backgrounds.
- Ability to work constructively with others, possess good judgment, learn quickly, and work well independently and under pressure as well as in collaboration with other staff and with other organizations.
- Working knowledge of standard word processing and presentation programs (i.e. Microsoft Word and Power Point) required.
- Knowledge of immigration form programs and case database experience a plus.

COMPENSATION & BENEFITS

ILCM is proud to offer a competitive compensation package which includes a salary between \$75,000 and \$85,000 (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.
- Earned Sick and Safe Time (ESST): ILCM will frontload 80 hours of sick and safe time (SST).
- 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: ILCM currently pays 65% of the employee and dependent premiums.

- Health Savings Account (HSA) & Flexible Spending Account (FSA): ILCM currently contributes \$500 per year. To enroll in the HSA, the employee has to be enrolled in the HSA eligible medical 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. 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.