

Detention Project Law Clerk

Background of Agency: The Immigrant Law Center of a nonprofit agency that provides immigration legal assistance to low-income immigrants and refugees in Minnesota. ILCM also works to educate Minnesota communities and professionals about immigration matters, and advocates for state and federal policies that respect the universal human rights of immigrants.

Purpose of Position: The Detention Project Law Clerk position was created to support case work for individuals who have cases pending before the Immigration Court in Fort Snelling, MN. Unlike in the criminal court system, individuals held in immigration custody are not provided any free legal assistance and are responsible for obtaining their own legal counsel. The vast majority are unable to afford the services of a private immigration attorney, leaving detainees and immigrants with very few or no options. The Detention Project Law Clerk will assist legal staff in conducting intake and providing case assistance to clients in ICE custody and to clients who have been released from ICE custody with future immigration court dates.

Primary Duties and Responsibilities

- Conduct client intakes and follow-up interviews
- Answer calls from detained immigrants and their family or friends
- Inform callers about detention processes and other related immigration procedures
- Collect evidence and related documents for cases
- Work on case assistance projects for Staff Attorneys, including client correspondence, country conditions research, and organizing filings
- If applicable, research applicable law for cases and draft memos, briefs, and motions.

Qualification and Eligibility:

- Must be enrolled in or a graduate of a four-year college degree program.
- Must be able to read, write, and speak both a second language and English fluently. Languages of preference include Spanish, Somali, Hmong, Karen, or other relevant languages.
- Prior experience in immigration matters preferred.
- Must possess cross-cultural communications skills and interpersonal sensitivity.

Schedule and Hours

- Flexible. Remote work available. To be determined by supervisor and intern.
- Spring 2025

Pay

Volunteer Position. Supervisor also willing to support interns who secure external funding or credit.

Supervisor: Assistant will be supervised by Robyn Meyer-Thompson. Support will be provided by ILCM's Volunteer Coordinator.

Work Location:

ILCM's main offices at 450 North Syndicate Street, Suite 200, St. Paul, MN 55104. Work may be completed remotely with travel to the office as needed.

How to Apply: Please send resumé, writing sample (less than 5 pages), and cover letter to ILCM Volunteer Coordinator, Lily Cooper lily.cooper@ilcm.org and Robyn Meyer-Thompson at robyn.meyer-thompson@ilcm.org.