



IMMIGRANT LAW CENTER — of MINNESOTA —

Supporting families and strengthening communities since 1996

Pro Bono Manager

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: Pro Bono Manager

Location: Flexible work environment with 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 a Pro Bono Manager in its Saint Paul, Minnesota office. The Pro Bono Manager will be an integral part of our legal team. They will engage members of the private bar to provide legal services to income-eligible immigrants and refugees in several areas of immigration law, including but not limited to, citizenship, deferred action for childhood arrivals (DACA), crime victim relief, and removal defense.

The Pro Bono Manager works alongside ILCM's Pro Bono Coordinators in implementing ILCM's pro bono programming. The majority of this programming is in the Twin Cities, but ILCM is exploring ways to provide additional support to clients in Greater Minnesota and North Dakota. Second language fluency in Spanish, Karen, Hmong, Somali, Amharic, or another language spoken by a significant portion of ILCM's potential client community is preferred. The pro bono manager will work out of the St. Paul Office.

PRIMARY RESPONSIBILITIES

- **25% Program Management**
 - Oversee ILCM's Pro Bono Project, including evaluating and tracking the progress of current pro bono programs to assess program effectiveness; service quality and researching various models of pro bono service provision; adjusting programming to areas of high demand, funding requirements, and organizational needs; and working with ILCM staff to identify and implement best systems for client-centered pro bono services.
 - Create and implement new programs to meet client needs, including developing pilot projects and systems for new or adjusted areas of pro bono programming; creating and updating volunteer curriculum and training for new projects; working with ILCM intake, partners, and community groups to conduct outreach and education related to ILCM pro bono programming.
 - Assist in grant proposal and reporting as needed.
 - Identify underserved areas and implementing ways to better serve clients in Greater Minnesota.
- **20% Mentorship and Technical Support to Pro Bono Volunteers**
 - Train new volunteers in relevant laws and policies.
 - Provide technical assistance to pro bono volunteers on cases.
 - Update pro bono resources and sharing relevant policy changes with pro bono volunteers.
 - Timely respond to case and program questions by volunteers and partner organizations.
 - Stay up to date on changes to immigration law and policy by attending trainings, conferences, and roundtables on relevant topics.

- **20% Supervision of Staff**
 - Supervise and support ILCM's Pro Bono Coordinators including providing professional development opportunities, goal setting, and case and docket review.
 - Supervise and support ILCM's Volunteer Coordinator including providing professional development opportunities, collaborating on improving the volunteer program, goal setting, etc.
 - Lead and participate in Pro Bono Team meetings.
 - Work with Volunteer Coordinator on recruitment, interviewing, and onboarding of interns and volunteers.
 - Provide relevant training to staff as needed.
 - Provide legal supervision of interns and volunteers placed in the pro bono program.
 - Co-Counsel and supervise on cases as needed.
- **15% Collaboration and Relationship Building**
 - Collaborate with other agencies that work with immigrant and refugee communities to ensure resources are being best utilized.
 - Collaborate with partner agencies on conducting presentations and hosting clinics.
 - Maintain and develop partner relationships with local law firms, in-house legal departments, pro bono partners, and community organizations to support the pro bono project and to identify areas of need.
 - Participate in the AILA pro bono committee.
- **10% Case work**
 - Along with the Pro Bono Coordinators, conduct case assessment and case placement, including: conducting and/or supervising legal screenings of pro bono clients prior to case placement, evaluating cases for pro bono placement; identifying attorneys for case placement; conducting conflict checks; and compiling case placement files.
 - Take on small docket of cases as needed to support ILCM staff and the pro bono project clients.
 - Maintain client data in compliance with organization protocols, grant and contract requirements, and ethical obligations.
- **5% Outreach**
 - Along with the Pro Bono Coordinator, oversee and assist with legal clinics, brief service events, and other community legal events and activities as assigned.
 - Present to communities and community partners on topics including changes to immigration policy, Know Your Rights, Immigration 101, etc.
 - Engage in outreach efforts to immigrant and refugee communities regarding our legal services.
- **5% Other responsibilities** as assigned.

QUALIFICATIONS | KNOWLEDGE, SKILLS & ABILITIES

- J.D. degree and admission to a state bar or DOJ accredited representative. For those with a J.D. degree and admission to state bar, 3 years of experience or equivalent with immigration law and immigration court matters preferred; for DOJ accredited representatives, 5 years of experience or equivalent with immigration law and immigration court matters preferred.
- Second language fluency in Spanish, Karen, Hmong, Somali, or Amharic, or another language spoken by a significant portion of ILCM's potential client community is 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 Microsoft processing and presentation programs (i.e. Microsoft Word, Excel 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, depending on the professional & educational experience, will fall within the following ranges:

- For a DOJ Accredited Representative with 5 years of experience: \$60,000-\$70,000.
- For a J.D. Degree with 3 years of experience: \$75,000-\$85,000.

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: 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 HAS 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.