

## **IMMIGRATION CLINIC ATTORNEY – FULL-TIME**

Mid-Minnesota Legal Assistance (MMLA) is seeking a full-time clinic staff attorney position with the Immigration Law Project (ILP) based in its Minneapolis Office. The staff attorney will operate out of MMLA's Minneapolis office as well as our community legal clinic located at the Brian Coyle Community Center in South Minneapolis. The Brian Coyle Center is among the city's busiest social service centers with a continuum of social service programs designed around the neighborhood's rapidly changing immigrant communities. Services include a food bank and youth programs. This position allows for a hybrid work environment and will start soon after an offer is extended.

As an equal opportunity employer, MMLA is committed to inclusive hiring and dedicated to diversity in our work and staff. We strongly encourage candidates of all identities, experiences, and communities to apply. We welcome information about how your experience can contribute to serving our diverse client communities. Applicants are encouraged to share in their cover letter how they can further our goal of equal justice for all. We are committed to a discrimination- and harassment-free workplace.

### **RESPONSIBILITIES:**

- Apply the principles of MMLA's Racial Justice Values Statement in all interactions.
- Provide full representation to individuals in immigration court in both detained and non-detained cases. This includes: preparing and submitting written pleadings, motions, and appropriate applications for relief from removal; preparing clients, witnesses, and experts for individual hearings; and submitting appeals to the Board of Immigration Appeals, when appropriate
- Provide full representation to individuals in affirmative immigration cases. This includes: preparing and submitting applications to the U.S. Citizenship and Immigration Service; maintaining contact with clients throughout representation; advise potential clients of their options or lack of options to apply for an immigration benefit; assess clients' criminal records and advise them of the immigration consequences; prepare clients for interviews; and submit appeals when appropriate.
- Develop, strengthen, and maintain relationships with the client community and partners at the Brian Coyle Center.
- Screen clients for a wide range of immigration legal needs and, in consultation with the supervising attorney, determine whether the clients should be served through advice, brief service, or full representation provided by MMLA and its pro bono partners.
- Provide representation in some cases and assist with the placement of others.
- Develop and provide a range of community legal education.
- Follow emerging issues in the client community that lend themselves to complex litigation or public policy advocacy.
- Assist ILP in grant proposals, reports, and data maintenance.
- Maintain a docket with both court cases and benefits cases, analyze each case and resolve legal issues in a timely manner.
- Maintain case and client information in compliance with MMLA protocols, grant requirements, and ethical obligations.

### **QUALIFICATIONS:**

- Must be licensed to practice law in the State of Minnesota or eligible for admission by reciprocity.
- Demonstrated interest in and commitment to the needs of low-income/vulnerable clients.
- Creativity and the desire to work semi-independently.
- Ability to collaborate with MMLA team members.
- Excellent analytical and written and verbal communication skills.
- Proficiency using Microsoft Office required.
- 2-3 years of immigration law experience preferred.

- Legal training, knowledge of community resources, and experience with case management software preferred.
- Language proficiency, particularly in Amharic, Oromo, or Somali preferred.
- Diverse economic, social, and cultural experiences preferred.

**SALARY:** \$55,000 to \$62,000 per year, depending on experience, plus benefits. Benefits include family medical and dental insurance, short- and long-term disability, life insurance, 403(b) with employer match, FSA, employee assistance programs, and generous paid time off.

**APPLICATIONS:** Submit resume, cover letter expressing interest in the position, and three job-related references via email at [apply@mylegalaid.org](mailto:apply@mylegalaid.org). Applications received by April 14, 2023, will receive first consideration, but applications received after April 14 will be considered on a rolling basis until the position is filled.

If you require a reasonable accommodation for completing this application, interviewing, or otherwise participating in our employee selection process, please contact Ann Cofell at [acofell@mylegalaid.org](mailto:acofell@mylegalaid.org).

Please direct all other inquiries to [hireing@mylegalaid.org](mailto:hireing@mylegalaid.org).

Mid-Minnesota Legal Aid is an Equal Opportunity/Affirmative Action employer.