

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

Mid-Minnesota Legal Aid (MMLA) is seeking a full-time supervising attorney for its Minneapolis office as part of its Immigration Law Project (ILP). The ILP provides legal representation to clients in a full range of immigration contexts including removal work, adjustment of status, applications for citizenship and VAWA-based cases, including U and T visas. We receive funding from several government and private sources and enjoy a close relationship with immigrant-led community organizations. ILP works closely with other units within MMLA to provide holistic legal services. This position allows for a hybrid work environment and will start as soon as possible 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.
- Directly supervise up to 7 full-time ILP staff members in all areas of immigration practice, including staff well-being, case management, performance evaluations, representation in all immigration from benefits cases to removal court and federal litigation.
- Collaborate with the ILP supervisors team in problem-solving matters that may arise within the unit, as well as our community partners including hiring decisions, staff expectations, outreach development, and collaboration efforts.
- Assist in data tracking, writing reports and ensuring fulfillment of grant requirements as needed.
- Assist with community outreach and education as needed.
- Assist with law clerk recruitment, training, and supervision.
- Engage with the Legal Services Advocacy Project (LSAP) to advise on legislative issues related to immigration law and their impact on our client communities.

### **QUALIFICATIONS:**

#### Required Qualifications

- Must be licensed to practice law in Minnesota or eligible for reciprocity.
- Demonstrated interest in and commitment to the needs of people with low incomes and other vulnerable clients.
- At least five years of experience practicing immigration law including removal representation.
- Commitment to working as a team member to serve clients' needs.
- Ability to mentor attorneys and staff to achieve excellent representation of clients.
- Proficiency using Microsoft Office.

#### Preferred Qualifications

- Experience supervising legal work.
- Experience in grant management.
- Experience in collaborating with immigrant-led community organizations.
- Knowledge of current supervision trends and methods.
- Language proficiency, particularly in Arabic, Hmong, Oromo, Somali, or Spanish.
- Diverse economic, social, and cultural experiences.

**SALARY:** \$66,101 to \$78,470 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 7, 2023, will receive first consideration, but applications received after April 7 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 [hire@mylegalaid.org](mailto:hire@mylegalaid.org).

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