



---

**Job Title: Immigration Services Attorney**

**Department:** Immigration Services

**Reports To:** Director of Immigration Services

**FLSA Status:** Exempt, 1.0 FTE

**Salary Range:** \$65,000 - \$67,000 annually

**Prepared Date:** 3/14/2022

**Organization Description:**

The International Institute of Minnesota (IIM) is a fast-paced, innovative organization with talented staff who are mission driven and support one another in their work. Since 1974 IIM has resettled 25,000 refugees in the Twin Cities and remains one of the largest sponsors of refugees statewide. Its immigration and citizenship services helped nearly 15,000 New Americans achieve U.S. citizenship since 2001. From 2012 to 2018, IIM experienced exponential growth, establishing the organization as an expert in education and workforce development for immigrant and refugee communities. With more than 21 million refugees worldwide waiting to begin new lives, and an increasing workforce shortage in Minnesota, IIM's programs continue to be in demand and important abroad and in Minnesota.

**Purpose:**

IIM is seeking a full-time immigration attorney to join our Immigration Services program to represent clients before USCIS. Approximately 70% of IIM households earn less than 200% of the federal poverty level and look to IIM for trustworthy and accessible legal services at a nominal fee. The immigration attorney will provide immigration consultations, represent clients in complex naturalization cases, and derivation of citizenship applications. The immigration attorney will also share expertise with program staff, volunteers, and interns to aid in program development.

**Duties and Responsibilities:**

Legal Services:

- Independently provide all aspects of legal representation, counsel, and case management to individuals seeking immigration benefits from U.S. Citizenship
- Advocate for and complete case procedures to culturally and linguistically diverse clients in an inclusive and respectful manner
- Perform factual and legal research related to caseload and regularly monitor developments in immigration law and procedure
- Make appropriate referrals, as necessary, for immigration legal services beyond the scope of the program and for other social service needs
- Complete data entry in program databases and produce related reports to guide program development and provide data for funding opportunities

Program Development:

- Develop relationships with organizing partners and explore collaborative opportunities with potential allies, especially law schools
- Train, supervise and work alongside volunteers and interns.

- Support and mentor Accredited Representatives on staff to help them develop and expand their legal skills and expertise
- Attend weekly immigration services program meetings and all-staff meetings and work well with a team
- Conduct community presentations and outreach to promote IIM legal services
- Respond to media inquiries and legislative inquiries when appropriate
- Assist in the development and expansion of the Immigration Services program and IIM mission
- Other duties as assigned

**Requirements:**

- Juris Doctorate required and at least 2 years of demonstrated experience practicing immigration law
- Must be licensed to practice law in the State of Minnesota
- Ability to work collaboratively and enthusiastically with Accredited Representatives on staff as well as interns and volunteers
- Excellent fluency in English, both written and oral
- Demonstrated skills in legal research and writing, complex legal analysis, interviewing and fact investigation, and interpersonal communication
- Sensitivity to the needs and legal issues affecting people of diverse backgrounds and socioeconomic circumstances
- Ability to stay organized and manage a high-volume workload while working under strict deadlines within a fast-paced environment
- Must be a proactive, self-starter with a solution-oriented mindset, and a willingness to take initiative
- Ability to complete basic math operations
- Prefer proven communication skills in a second language, vital to the clients served (Amharic, Arabic, Karen, Oromo, Somali, Spanish, etc.)
- Fully vaccinated for COVID-19

**Physical Demands:**

- Use of manual dexterity, tactile, visual, and audio acuity.
- Use of repetitive motion, prolonged periods of sitting, and sustained visual and mental applications and demands.
- Occasional lifting (up to 25 pounds), bending, pulling, and carrying.

**EEO Statement:**

International Institute of MN is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.

**To Apply:**

Former refugees, New Americans, and people of color are highly encouraged to apply. Submit letter of interest, resume and brief writing sample to Nalee Vue at [nvue@iimn.org](mailto:nvue@iimn.org). Applications accepted until position filled. No phone calls or walk-ins, please. References will be required at time of the final interview.

Revised: 4/8/2022