



**Bilingual Staff Attorney  
or Fully Accredited Representative**

Application Deadline: Rolling

The Migrant and Immigrant Community Action Project (MICA Project) is a community organization committed to working with low-income immigrants to overcome barriers to justice. The MICA Project utilizes legal services, organizing, advocacy, and education to promote the voice and human dignity of immigrant communities.

**Position Description:**

The Immigration Staff Attorney/Fully Accredited Representative works with clients to provide immigration legal services through direct representation in applications for immigration benefits before USCIS and direct representation for immigrants and their families facing immigration removal proceedings in Immigration Court. The Staff Attorney/Fully Accredited Representative will also participate in the organization's Community Outreach Program, providing Know Your Rights presentations and community workshops as needed and in collaboration with community partners.

Ability to represent clients in Immigration Court is a requirement for this position. Applicants must either be licensed attorneys or fully accredited representatives. Partially accredited representatives will not be able to complete the necessary functions of the position.

Persons of color, persons with disabilities, and gay, lesbian, bisexual, transgender and queer individuals are encouraged to apply.

**Essential Duties and Responsibilities:**

- Provide legal representation to clients in immigration matters, coordinate and manage caseload;
- Supervise assigned volunteers and interns;
- Conduct individual client interviews and follow-up appointments;
- Prepare various immigration filings, documents, applications, packets and liaising with government agencies;
- Prepare all necessary legal documents in individual cases, including (but not limited to) briefs, petitions, motions, applications and appeals;
- Participate in community outreach efforts as needed, including group processing events;
- Maintain grant reporting data on clients and services;
- Prepare and submit reports to program funders, as assigned;
- Participate in immigration trainings in order to keep current with immigration laws, regulations and processes;
- Maintain professional contacts in local and national immigration community, as well as attend immigration taskforce and USCIS meetings;
- Be responsible for ensuring strict client confidentiality;

- Ensure the avoidance of conflicts of interest. Generally, outside legal casework is prohibited, as it could lead to a conflict or give rise to a professional liability claim; and
- Other duties as assigned.

### **Required Qualifications:**

- **Language: Professional proficiency in Spanish and English reading, writing, and speaking required.** Will be tested at time of interview.
- Education: J.D. from an accredited ABA institute OR Fully Accredited Representative
- Certification/Licensure: License to practice law in the United States required as of start date; Missouri license required within 6 months of start date. OR Fully Accredited Representative.
- **Passion for social justice for immigrants.**

### **Preferred Qualifications**

- Immigration law experience preferred – law school clinic work, externships, or other similar training may be counted towards the minimum requirement. Experience with criminal defense, family law, or litigation in combination with a willingness to learn immigration law will also be considered. Experience working in a high volume, social justice law firm is a huge plus.
- Experience in a multi-cultural setting or familiarity with different cultures. Life experience working, travelling, or living in other countries, especially Latin America, is preferred.
- Demonstrated ability to effectively work with marginalized populations and survivors of trauma.
- Excellent verbal and interpersonal skills to effectively present information, respond to questions;
- Capacity to work both independently and as a member of a team in a fast-paced environment;
- Ability to take initiative and work under pressure.
- Ability to prioritize and manage multiple tasks simultaneously and meet deadlines;
- Strong collaboration and facilitation skills to establish and maintain good relationships with colleagues and partners.
- Enthusiasm for working in a constantly changing atmosphere where quickly developing crisis situations are the norm rather than the exception.

### **Annual Salary & Benefits:**

Starting annual salary is \$40,000 (additional based on experience). Benefits include paid vacation leave and PTO, health and dental insurance coverage, retirement account, and professional development opportunities.

### **Application:**

Please send a cover letter, resume, and 3 references with contact information to [nicolecortes@mica-project.org](mailto:nicolecortes@mica-project.org).