



Staff Attorney or Fully Accredited Representative

Bilingual (Spanish/English) Position

Application Deadline: Rolling, preferred start date: during August 2025

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. Each year, the MICA Project assists hundreds of migrants by representing them in their applications for immigration relief and by shifting legal knowledge through Know-Your-Rights presentations and Pro Se workshops.

MICA Project staff approach our work as a team, supporting and assisting each other. We are passionate about our work and seek someone to join us in working toward our vision of a world that honors the dignity of all people.

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. This position is funded by the Illinois Department of Human Services through grants to The Resurrection Project under the Illinois Access to Justice- Midwest Immigrant Defenders Alliance and the Immigrant Legal Support Program and will focus on supporting the MICA Project's work on these grants. The position involves occasional travel to centralized workshop locations in southern Illinois.

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

In addition to legal work, this position is expected to support with ongoing community outreach programs such as know-your-rights presentation, pro se asylum clinics, and other immigration law-focused community outreach and education efforts. This position is expected to serve on one MICA Project committee per year, as well as support with miscellaneous MICA Project activities (Trivia Night, Open House, etc.).

2650 Cherokee Street St. Louis, MO 63118
Tel: 314.995.6995 · Fax: 314.735.4359 · www.mica-project.org

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;
- All staff members play a key role in collective duties within the office including daily operations and organizational development;
- Participate in outreach and educational workshops efforts as needed, including group processing events;
- Maintain grant reporting data on clients and services;
- Maintain professional contacts in local and national immigration community, as well as attend immigration taskforce and USCIS meetings;
- Maintain and establish relationships with community-based organizations, community partners, immigration service providers, policy/advocacy groups and coalitions relevant to the MICA Project's work.
- 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:

- Passion for MICA's mission and values (dignity, voice, equity, community).
- Education/licensure: J.D. from an accredited ABA institute and license to practice law in the United States; OR immediately prepared to apply for Fully Accredited Representative status.

Preferred Qualifications:

- Language: Professional proficiency in Spanish and English reading, writing, and speaking required. Will be evaluated at time of interview.
- Immigration law experience preferred – law school clinic work, externships, or other similar training may be considered. 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.
- Experience providing direct legal services to clients in crisis, as clients will include survivors of trauma who have experienced domestic violence, sexual assault, human trafficking, torture, and other forms of violence.

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- Demonstrated commitment to advancing and defending immigrant rights and willingness to support MICA's mission, vision, and values.
- Excellent written communication skills, and ability to organize information in a clear and concise manner.
- 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.
- Strong organizational skills.
- Ability to prioritize and manage multiple tasks simultaneously and meet deadlines.
- Ability to take initiative and work under pressure
- 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.
- Passion for social justice for immigrants.

Annual Salary & Benefits: \$64,000 (with additional based on experience)

This is a full-time, exempt position. Some evenings and weekends may be required to meet the needs of the communities served. Starting annual salary is determined by our equity-based compensation plan and thus is non-negotiable. Benefits include generous paid vacation leave and PTO, health and dental insurance coverage, retirement account, CLINIC membership, and professional development opportunities. The organization will also provide documentation and mentorship around Public Service Loan Forgiveness and other loan repayment assistance programs for candidates who wish to pursue these options.

Application:

Please send a cover letter, resume, and 3 references with contact information to Nicole Mejia at nicolemejia@mica-project.org. Applications will be accepted on a rolling basis. Ideal start date during August, 2025.

Cultural and linguistic fluency are highly valued. Persons of color, persons with disabilities, and gay, lesbian, bisexual, transgender and queer individuals are encouraged to apply.

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