



Legal Assistance Coordinator

Non-Attorney Position

Application Deadline: Rolling

Preferred start date: July 2022

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.

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:

Congress recently authorized the Office of Refugee Resettlement to distribute funding from the Additional Afghanistan Supplemental Appropriations Act, 2022 (ASA) to states and state designees to be used for immigration-related legal services. In the Eastern half of Missouri, approximately 900 individuals from Afghanistan have been resettled since August 2021.

The Legal Assistance Coordinator will design, build, and manage a program into which the Central/Eastern Missouri Resettlement Agencies can direct Afghan refugees to receive some level of immigration legal assistance. Assistance will be provided through Pro Se Clinics, Pro Bono Referrals, and referrals to immigration attorneys and networks.

The Legal Assistance Coordinator will be in charge of the designing, executing, and managing logistics of the program. The Coordinator does not need to have legal training or experience.

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.

Essential Duties and Responsibilities:

- Design and build a program to program into which the Central/Eastern Missouri Resettlement Agencies can direct Afghan parolees to receive some level of immigration legal assistance
- Coordinate *Pro Se* Clinics for Afghan parolees to complete TPS and asylum applications. This includes coordinating with the refugee resettlement agencies, pro bono attorneys, interpreters, volunteers, and participants.
- Coordinate trainings for pro bono attorneys (you do not need to conduct the trainings; just coordinate them) and the referrals of cases to pro bono attorneys.
- Communicate with U.S. Citizenship and Immigration Services (USCIS), the Office of Refugee Resettlement (ORR), and any other relevant governmental agencies and serve as central point of

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communication to and from those agencies on behalf of the Legal Assistance Program and the Resettlement Agencies

- Maintain grant reporting data relevant to the project
- 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:

- Fluency in English and at least one of the languages commonly spoken in Afghanistan (Dari, Pashto, etc.)
- **Passion for MICA's [mission](#) and values (dignity, voice, equity, community).**

Preferred Qualifications

- Lived experience in a multi-cultural setting or familiarity with different cultures.
- Demonstrated ability to effectively work with marginalized populations.
- Excellent organizational skills, including event-planning experience.
- 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.
- Relationships or awareness of local networks for recently arrived Afghans
- 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: \$52,000

Starting annual salary is determined by our equity-based compensation plan and thus is non-negotiable. Benefits for full time employees include generous paid vacation leave and PTO, health and dental insurance coverage, retirement account, training budget, and professional development opportunities.

Application:

Please send a cover letter, resume, and 3 references with contact information to jessicamayo@mica-project.org.