



Legal Assistant

Bilingual Position

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 Bilingual Legal Assistant works, under the supervision of attorneys, to support clients of the MICA Project in their applications for immigration benefits before USCIS and those facing removal proceedings in Immigration Court. In addition to legal work, the Legal Assistant will participate in the organization's Community Outreach Program and support the organization in fundraising and administrative tasks.

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

Essential Duties and Responsibilities:

- Under the supervision of attorneys, prepare immigration forms, applications, and supporting documents;
- Provide reception and hospitality for clients who come to the office;
- Assist with on-going communication with clients;
- Conduct intakes, by phone and in person, and interview clients to gather or clarify information;
- Work in collaboration with staff attorneys and accredited representatives;
- Work in collaboration with other staff members as needed;
- Participate in outreach and educational workshops;
- Translate documents;
- Establish, organize and maintain files;
- Review and edit documents for accuracy and completeness;
- Prepare and manage evidence requests and other mailings;
- Perform administrative tasks related to grant reporting and other requirements;
- Maintain a working knowledge of significant policies, laws and trends in immigration law, particularly as it impacts low-income immigrants;
- Supervise assigned volunteers and interns;
- 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.

Qualifications:

- **Language: Professional proficiency in Spanish and English reading, writing, and speaking required.** Will be evaluated at time of interview.
- Demonstrated commitment to advancing and defending immigrant rights and willingness to support MICA’s mission, vision, and values.
- Excellent written and oral communication skills, and ability to organize information in a clear and concise manner.
- Previous immigration law experience preferred.
- Previous work experience with trauma-informed approaches preferred.
- Capacity to work both independently and as a member of a team in a fast-paced environment.
- Strong organizational skills.
- Proficiency in use of web-based software, MS Word and MS Excel.
- 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.
- **Passion for social justice for immigrants.**

Annual Salary & Benefits:

Starting annual salary is \$38,000 (additional based on skills and experience). Benefits include paid vacation leave and PTO, fully-covered, robust health and dental insurance coverage (with mental health parity), retirement account, and professional development opportunities.

Application:

Please send a cover letter, resume, and 2 references with contact information to nicolecortes@mica-project.org. Applications will be accepted on a rolling basis. Part of the interview will be conducted in Spanish.

