



DOJ Accredited Representative

Application Deadline: Rolling

Preferred start date: by end of May or in early June

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:

The DOJ Accredited Representative works with clients to provide immigration legal services through direct representation in applications for immigration benefits before USCIS. The DOJ Accredited Representative will also participate in the MICA Project's Client Support Services Project by providing case management to clients. The position will also include opportunities to participate in the organization's Community Outreach Program - providing Know Your Rights presentations and community workshops as needed and in collaboration with community partners.

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:

- Provide legal representation to clients in immigration matters, coordinate and manage caseload;
- Conduct needs assessments with clients to determine needs beyond legal services and provide ongoing case management;
- Conduct individual client interviews and follow-up appointments;
- Prepare various immigration filings, documents, applications, packets and liaising with government agencies;
- All staff members play a key role in collective duties within the office including daily operations and organizational development;
- Participate in community outreach efforts as needed, including group processing events;
- Maintain grant reporting data on clients and services;
- 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.

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Required Qualifications:

- Preparedness to apply for Partially Accredited Representative status in a timely manner.
For more information, please see: <https://www.justice.gov/eoir/recognition-and-accreditation-program>
- **Passion for MICA's [mission](#) and values (dignity, voice, equity, community).**

Preferred Qualifications

- Immigration law experience preferred – internships, volunteer work, or other similar training may be considered in addition to past employment.
- Lived experience in a multi-cultural setting or familiarity with different cultures.
- 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.
- 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: \$48,000

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 pay for any necessary training or ongoing education requirements for Accreditation.

Application:

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