MINNESOTA - MANAGING ATTORNEY FOR IMMIGRATION LAW PROJECT

POSITION: Mid-Minnesota Legal Aid (Legal Aid) seeks a full-time Managing Attorney for the Immigration Law Project (ILP) in its Minneapolis office. The Project is focused on using legal representation and advocacy to protect the rights of immigrants with low incomes.

Legal Aid’s mission is to advocate for the legal rights of disadvantaged people to have safe, healthy, and independent lives in their communities. Legal Aid provides free civil legal representation to clients with low incomes and seniors throughout 21 counties in central Minnesota, and to people with disabilities throughout the state. Legal Aid is supported by funding from the State of Minnesota, the federal government, local governments, the United Way, foundations, local law firms and corporations, etc. Legal Aid enjoys a good rapport with, and strong support from the organized bar. Legal Aid does not receive funds from the Legal Services Corporation.

Legal Aid’s ILP serves clients who live in Hennepin and Anoka Counties, providing legal representation to clients in a full range of immigration contexts including removal work, U-Visa and VAWA-based advocacy, adjustment of status, and applications for citizenship. The ILP works closely with Legal Aid’s other units to provide clients with holistic legal services. It also provides the community with “Know Your Rights” and other educational sessions and engages in systemic advocacy work. The ILP staff currently includes 8 attorneys, 1 legal fellow, and 3 legal assistants.

RESPONSIBILITIES: Responsibilities include supervision of legal work, grant writing and management, work planning, policy advocacy, community education, and evaluation of the immigration staff. The position also involves representation of low-income and other vulnerable clients in a broad range of immigration legal matters. The Managing Attorney is responsible for ensuring high quality legal work in all levels of advocacy, including individual representation in administrative and judicial forums, policy work, and community education.

QUALIFICATIONS: Applicants must have at least five years of experience in the practice of law. Practice experience in immigration law is highly preferred. Experience in poverty law, legal services work, or equivalent general practice will be considered. Experience with grant management, supervising, teaching, and/or mentoring others is desirable. Applicants must be licensed in Minnesota or eligible for admission by reciprocity. In addition, applicants also must have:

1) Demonstrated interest in, and commitment to, the needs of low-income/vulnerable clients;
2) Commitment to working as a team member to serve client needs;
3) Excellent communication, analytical, and writing skills; and
4) Proficiency using Microsoft Windows and Office.
Diverse economic, social, and cultural experiences and relevant language skills are pluses.

**SALARY:** Based upon experience and the Legal Aid salary schedule. Benefits include vacation, sick leave, family medical, life, and short/long-term disability insurance.

**STARTING DATE:** As soon as possible after position is filled.

**APPLICATIONS:** Submit cover letter, resume, three job-related references, and a writing sample online at: [www.mylegalaid.org/jobs](http://www.mylegalaid.org/jobs) by Monday, May 6, 2019, or until position is filled.

No calls please.

Legal Aid is an equal opportunity/affirmative action employer.