



Staff Attorney or Fully Accredited Representative

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.

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. The Staff Attorney/Fully Accredited Representative will also participate in the organization's Community Outreach Program, providing Know Your Rights presentations and community workshops as needed and in collaboration with community partners.

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

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;
- 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 community outreach 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:

- 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
- **Passion for social justice for immigrants.**

Preferred Qualifications

- 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.
- 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:

Starting annual salary is \$48,000 (additional based on experience and/or cultural/linguistic fluency). Benefits include generous paid vacation leave and PTO, health and dental insurance coverage, retirement account, CLINIC and/or AILA membership, Missouri bar dues, 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 nicolecortes@mica-project.org.

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