



**JOB POSTING  
STAFF ATTORNEY  
REFUGEE & IMMIGRANT PROGRAM  
Application Deadline: August 9, 2024**

**Job title:** Staff Attorney, Refugee and Immigrant Program  
**Reports to:** Refugee & Immigrant Program Director  
**Job type:** Full-time, hybrid  
**Salary:** Starting at \$64,000 (staff attorney)  
**Apply here:** <https://forms.office.com/r/RgsHYhUj7i>

**About Us**

The Advocates for Human Rights is dedicated to implementing international human rights standards to promote civil society and reinforce the rule of law. Part of a multi-issue human rights organization, our Refugee & Immigrant Program provides free immigration legal help to people with no or low income. We work with thousands of people throughout the Upper Midwest each year who are seeking asylum, leaving human trafficking, evacuated from Afghanistan, facing removal while in detention, or unaccompanied children. We engage over 1,500 pro bono attorneys, volunteers, and interns, to provide comprehensive support to our clients. The Advocates also collaborates with local and national partners to ensure access to immigration justice for refugees and immigrants in the United States.

**Position Summary**

As a Staff Attorney in our Refugee & Immigrant Program focusing on supporting asylum cases, your primary objective is to provide valuable and responsive legal consultations, advice, assistance, training, and pro bono support in both removal and affirmative asylum cases. You will also work with pro se asylum seekers through legal clinics and in-house legal assistance.

**Who are we seeking to join our team?**

We are looking for a dynamic individual who is driven by the hope of our clients and inspired by the generosity of our volunteers. You should be passionate about our mission, thrive in a supportive team environment, and possess the creativity and dedication needed to improve the delivery of pro bono legal services.

As a Staff Attorney, you are responsible for ensuring that The Advocates delivers legal services in an expert and professional manner by cultivating relationships with volunteers and partnering with clients to meet their legal needs. You are a creative problem solver and enjoy the constant challenge of improving the delivery of our legal services through consultation and brief services clinics. You are excited about translating what you know into accessible training and materials to engage volunteers to provide direct legal services to those who need it. You are invested in advocating for our clients to give them a fair chance at safety and security as in the United States. You are committed to giving our

volunteers the tools and support they need to represent our clients effectively. You are nimble enough to stay on your toes in our fast-paced office atmosphere and cool-headed enough to serve our clients with compassion and care. Finally, you are passionate about collaboration with other partners in Minnesota to help create a proactively welcoming immigration network in the state.

## **Primary Duties and Responsibilities**

### Volunteer Attorney Support, Recruitment, & Training (approx. 60%)

You will be responsible for supporting volunteer attorney teams representing affirmative and defensive asylum seekers, including some clients in immigration detention, and other humanitarian immigration cases.

- Review case intakes and work with Legal Director to select cases eligible for brief services or full representation.
- Timely recruit, assign, and transmit cases accepted for volunteer placement.
- Meet with clients and volunteer attorneys for case orientation meetings.
- Respond to inquiries from local partners with case referrals.
- Participate in trainings and research to become a local expert on asylum law and procedure in both USCIS and EOIR.
- Conduct attorney recruitment/training seminars, including development of materials.
- Handle attorney case inquiries, monitor volunteer attorney case progress, review attorney submissions.
- Maintain substantive components of our pro bono manuals and on-line legal resources.

### Pro Se Clinics (approx. 15%)

As the need for legal services continues to grow and outpace capacity across the Upper Midwest, pro se clinics are an important tool to engage volunteers in the work and increase access to asylum and other humanitarian immigration protection across Minnesota, North Dakota, and South Dakota. You will:

- Collaborate with the Program Director and relevant staff to manage the logistics of and provide legal representation at pro se clinics in MN, ND, and SD, in order to optimize access and efficiency for clients.
- Foster existing and develop new relationships with community partners to expand our reach and enhance our ability to meaningfully engage with communities outside the Twin Cities.
- Help prepare and update materials for pro se asylum seekers.
- Provide training and support to volunteer attorneys who provide brief representation at pro se clinics.

### Direct Client Representation (approx. 15%)

- Provide representation in those cases inappropriate for volunteer placement and manage cases awaiting placement with a volunteer attorney.
- Appear at USCIS interviews and immigration court hearings as needed.
- Supervise program staff and interns in case support.

#### Organization Duties (approx. 10%)

- Attend and participate in weekly staff meetings and bi-weekly team meetings.
- Represent The Advocates on appropriate coalitions, bar association committees and working groups.
- Support program and organization-wide events that occur throughout the year.
- Engage with supporters at House Parties and at the annual Human Rights Awards Dinner.
- Participate in organization communications efforts, including the monthly newsletter, blogs, Volunteer Attorney Update, and Observer magazine.
- Coordinate with the Legal Director on cases to ensure consistent overall strategy, direction, and messaging.
- Coordinate with other programs to advance client-driven advocacy opportunities and policy priorities.

### **Qualifications**

#### Required:

- Admitted to practice and licensed in good standing in any state with a preference for Minnesota.
- At least 1-3 years of experience in immigration law, including legal clinics and internships (staff attorney).  
*Attorneys with more experience are encouraged to apply. Please email [hrights@advrights.org](mailto:hrights@advrights.org), for other available opportunities.*
- Experience with humanitarian immigration relief, particularly asylum.
- Experience working with low-income non-citizen clients.
- Initiative, independence, and collaborative problem-solving skills.
- Flexibility to work in-office, virtually, and at clinic sites.

#### Preferred:

- *Attorneys with more experience are encouraged to apply. Please email [hrights@advrights.org](mailto:hrights@advrights.org), for other available opportunities.*
- Fluency in another language with a preference for Spanish.
- Experience providing legal training or managing volunteers.
- Experience with legal clinics.
- Experience with outreach and engagement.

## **Compensation**

Compensation is commensurate with experience. Generous benefits package includes vacation (employees accrue 3 weeks of vacation during their first year, and up to 6 weeks after 5 years employment), 3 personal days, and 9 paid holidays, 2 weeks of accrued sick leave annually, 6 weeks paid parenting leave; employer-paid premiums for medical, dental, and long-term disability/AD+D/life insurance; and pre-tax retirement plan.

The staff attorney position is an entry-level position but requires licensure with at least one state bar. Starting compensation is commensurate with experience.

The senior staff attorney position is a mid-level position requiring at least 5 years of legal practice in immigration law. A senior staff attorney must be able to manage their caseload and legal work without substantial hands-on support from their supervisor, manage complex immigration cases, supervise legal interns, and provide mentorship to other team members.

## **Location and Status**

This position is currently hybrid, with at least 2 days/week in our downtown Minneapolis office. This position is not eligible for fully remote work.

This position is represented by the Office of Professional Employees International Union, Local 12.

This is an exempt position.

## **To Apply**

Please use the following link to submit your application, letter of interest, and resume:

<https://forms.office.com/r/RgsHYhUj7i>

**No phone calls or e-mail inquiries, please.**

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*The Advocates for Human Rights is an equal opportunity employer. The Advocates is committed to cultural diversity and does not discriminate on the basis of race, color, sex, age, religion, sexual orientation, disability or any other legally protected status.*