

Immigration Legal Assistant – Intake, Interpreter, and Case Support

Position Type: Regular Full-Time Non-Exempt

Location: Minneapolis, MN 55403

Introduction:

MMLA is seeking a dedicated individual to be part of our dynamic team. If you're ready to contribute your skills and compassion to meaningful work, we invite you to explore this exciting opportunity.

The successful candidate will work fully in the office during the training period to ensure comprehensive onboarding and integration into our processes. Upon completion of training, a hybrid work model will be offered, allowing for a mix of in-office and remote work.

What is in it for you?

- We believe in work-life harmony. This role offers the flexibility to blend remote work with in-office collaboration.
- On Fridays, the office closes at noon and employees enjoy a half-day of paid flex time.
- This position starts as a legal assistant but offers the opportunity to become a DOJ Accredited Representative after training and mentorship so that you can represent clients before the U.S. Citizenship and Immigration Services and potentially the Executive Office of Immigration Review (immigration court). Accreditation comes with a salary increase.

Why MMLA?

- We're not just ticking boxes. We're genuinely committed to diversity. Bring your unique identity, experiences, and perspectives—we want them all!
- Our mission? Equal justice for all. In your cover letter, tell us how your background can amplify this cause. Let's change our lives together.
- Discrimination and harassment have no place here. We're building a respectful, supportive workplace where everyone thrives.
- Diversity, equity and inclusion are core values for Mid-Minnesota Legal Aid, and it is critical that we incorporate
- these values into all aspects of our work. We recognize the particular and highly detrimental impact of racism —
- and of Minnesota's racial disparities — on MMLA's clients and staff. We, therefore, devote special attention to
- issues of racial justice.

Primary Responsibilities:

- Apply the principles of MMLA's Racial Justice Values Statement in all interactions internal and externally to Mid Minnesota Legal Aid.
- Screen callers for immigration assistance, complete an intake if appropriate or provider referrals if not within MMLA priorities. This includes listening with compassion, using trauma-informed interviewing skills, understanding complex funding sources, and having a basic understanding of the avenues for immigration status for which we represent. Additionally, responding to email and online intake inquiries and partner referrals.
- Interpret within the office at client meetings as well at interviews before the U.S. Citizenship and Immigration Services and at community outreach events. Document and text translations may also be needed.
- Outreach at and with community organizations and partner organizations, understanding the importance of community relationships to build trust and rapport with the clients we serve.
- Support to case handlers, including attorneys and accredited representatives, in preparing immigration applications, gathering supporting documents, obtaining records, and client follow up to allow for efficient
- processing of client matters.
- Participate in intake, unit and agency meetings, and events as needed by the Immigration Law Project unit and by MMLA. Contribute to the ongoing development and improvement of ILP systems and functioning.
- Comply with agency policies including administrative requirements, use of case management software, grant reporting, and behavioral expectations necessary for smooth and efficient operation of the office as assigned by a supervising attorney, managing attorney or deputy director.

Required Qualifications:

- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Excellent written and oral communication skills
- Strong word processing and general computer skills
- Experience using email and case management software
- Ability to relate to people in crisis situations
- Dedication to Diversity, Equity, and Inclusion (DEI) principles
- Self-motivated and able to work independently
- Strong communication and collaboration skills within a team
- Ability to multi-task and work well under pressure
- Spanish language proficiency strongly preferred; Somali may be considered (must pass a language exam for pay increase)

Preferred Qualifications:

- Work, volunteer, or lived experience with diverse economic, social, rural, and/or cultural communities
- Paralegal or legal assistant experience, especially in immigration law
- Prior experience working with survivors of domestic violence and trauma

- Legal training or background
- Knowledge of community resources
- Experience with case management software
- Experience with diverse populations
- Fluency in a second language (beyond Spanish or Somali)

Compensation information:

- \$52,661 to \$65,897, depending on experience
- Generous paid vacation, personal holidays and sick time

Application Submission:

- Interested applicants should submit their resume, cover letter, and references at <https://mylegalaid.org/employment/> by July 8th. If the above link directed you to our Career Page and you do not see the correct posting, we have paused or ended the application submission window.
- If you require a reasonable accommodation for completing this application, interviewing, or otherwise participating in our employee selection process, please contact Megan Cook at mcook@mylegalaid.org.
- Please direct all other inquiries to hiring@mylegalaid.org. Mid-Minnesota Legal Aid is an Equal Opportunity/Affirmative Action employer. The terms and conditions of employment, including wages, benefits, and job security, may vary based on union status. Positions within our Organization may be governed by collective bargaining agreements and union representation, while others are not.