

JOB TITLE: Immigration Project Attorney**ORGANIZATION SUMMARY:**

Volunteer Lawyers Network (VLN) is a private non-profit organization affiliated with the Hennepin County Bar Association. VLN provides free advice and legal representation to low-income individuals through volunteer attorneys, interpreters and other legal professionals.

JOB DESCRIPTION:

VLN seeks a .8 FTE attorney to support the provision of legal services and legal education to immigrant communities in Minnesota.

This is a one-year term position which may be extended depending on funding. Job duties include:

Primary duties and responsibilities

- Conduct outreach, create collaborations and work in partnership with other legal and social services organizations that serve the immigrant community in Minnesota.
- Perform outreach directly to immigrant populations in Minnesota.
- Develop, coordinate and present community legal education presentations at organizations, churches and meeting spaces within the immigrant community;
- Schedule and coordinate legal workshops for people at risk of arrest, detention or deportation;
- Recruit, train, mentor and supervise volunteer attorneys providing legal education, advice and brief services to target populations;
- Provide limited direct legal services to immigration clients;
- Assist in the development of new programming to respond to changes in immigration laws, regulations and procedures.

Qualifications:

- Licensed to practice law in Minnesota
- Immigration law experience
- Family law experience a plus
- Knowledge of community and social service resources for immigrant communities preferred
- Proficiency in Spanish or a second language preferred
- Good organizational skills and ability to multi-task
- Proficiency with Microsoft Office products required
- Demonstrated commitment to access to justice and/or serving low-income communities and communities of color
- Must have valid driver's license and ability to travel

Salary DOQ plus an excellent benefit package. Flexible scheduling valued.

VLN is an equal opportunity/affirmative action employer and does not discriminate on the basis of race, religion, sex, age, national origin, marital status, sexual orientation or any other factors prohibited by applicable law. Those with diverse economic, social, or cultural experiences are encouraged to apply.

HOW TO APPLY:

Mail resume and cover letter to hadmin@vlmn.org. No phone calls or emails please.

SUBMISSION DEADLINE: March 15, 2018