



POSITION DESCRIPTION

JOB TITLE: Immigration Attorney

REPORTS TO: MILA Program Supervisor

ANNUAL SALARY: Based on Experience \$70K-\$80K/annually + Benefits (Dental, Vision, Health insurance, PTO, & 10 holidays, 2-week winter break)

ORGANIZATION SUMMARY:

Founded in 2001, Mixteco/Indígena Community Organizing Project (MICOP) supports, organizes and empowers Ventura County's indigenous immigrant communities through improved access to health and community resources, community organizing and advocacy, education, direct assistance, cultural promotion, and Radio Indígena.

POSITION SUMMARY:

The MICOP Lawyer will work with the MICOP Immigration Legal Assistance Program. The MICOP Lawyer is responsible for representing clients for positive types of immigration legal status, and for Removal Defense, including Unaccompanied Minors, Asylum and bond representation. This position is open to applicants in Ventura and Santa Barbara counties. This position reports directly to MICOP's MILA Program Supervisor. Please note that this is a one-year position.

RESPONSIBILITIES:

Job activities include, but are not limited to:

- ✓ Complete intakes on potential clients
- ✓ Evaluate clients for potential immigration legal status eligibility
- ✓ Represent clients in court
- ✓ File pleadings, motions, and various court documents
- ✓ Work with MILA team (trilingual caseworkers, MILA Program Supervisor)
- ✓ Mentor and support two legal fellows
- ✓ Completion of required USCIS forms and documentation
- ✓ Communication with law enforcement and county officials, and other professionals
- ✓ Research on country conditions, and develop methods to acquire evidence for Asylum
- ✓ Keep accreditation current
- ✓ Maintain accurate calendar, database, and reporting system for clients
- ✓ Stay up-to-date on immigration issues

SKILLS & QUALIFICATIONS

- Accredited by ABA
- Juris Doctor degree
 - Experience practicing different immigration legal relief
- Experience representing clients in court
- Experience filing pleadings, motions, and various court documents
- Strong interpersonal and communications skills
- Strong analytical, negotiation, and problem-solving skills
- Genuine commitment to addressing community issues
- Must understand the political process and government structures
- Strong computer skills needed
- Bilingual Spanish-English skills required
- Mixteco language skills preferred

LOCATION: MICOP's office in Oxnard or Santa Maria, CA

STATUS: Exempt

Please send your cover letter and resume to donna.foster@mixteco.org

Deadline: Until position is filled