



POSITION DESCRIPTION

JOB TITLE: Immigration Staff Attorney

REPORTS TO: MILA Program Manager

ANNUAL SALARY: Based on Experience \$80K-\$90K/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 Immigration Staff Attorney will work with the MICOP Immigration Legal Assistance Program. The MICOP Immigration Staff Attorney is responsible for representing clients in affirmative types of immigration legal status before the USCIS, 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 Manager.

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 Manager, and Department of Justice Accredited Representatives)
- ✓ 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 license current
- ✓ Act as legal expert and collaborator with Policy Director and advocacy department, as well as support other departments within MICOP as requested or required
- ✓ Act as legal expert and participate in community events, panels, and collaborations, prepare presentations for community outreach and partner with local organizations and government agencies
- ✓ Maintain, develop, and improve calendar, database, and reporting system for clients
- ✓ Stay up-to-date on immigration issues
- ✓ Requires the ability to travel to court, MICOP's offices in 3 Central Coast counties, and other locations as needed

SKILLS & QUALIFICATIONS

Juris Doctor degree and active admission to a state bar, California preferred

- Experience representing clients seeking various forms of immigration legal relief, with an emphasis on relief for unaccompanied minors preferred
- Experience representing clients in immigration court, with an emphasis on asylum claims
- Experience filing defensive and affirmative applications for relief, supporting evidence, and country conditions, including waivers
- Experience preparing and filing appeals with the Board of Immigration Appeals
- Experience working with survivors of domestic violence, human trafficking, and victims of crimes
- Strong interpersonal and communications skills
- Strong analytical, negotiation, organizational and problem-solving skills
- Genuine commitment to addressing community issues
- Must understand the political process and government structures

- At least two years of experience with immigration law
- 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 hr@mixteco.org

Deadline: Until position is filled