



**Catholic Charities Legal
Services
Archdiocese of Miami, Inc.**
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Employment Opportunity – Catholic Legal Services of Miami

Catholic Legal Services of Miami (CLS) is a non-profit organization that represents low-income immigrants without reference to their race, religion, gender, ethnic group, or other distinguishing characteristics. CLS seeks a bilingual attorney to provide legal representation, orientations and pro se assistance for Adults With Children (AWCs) in the Miami Immigration Court.

Location: Miami (Downtown)

Duties:

- Provide legal representation to AWCs in immigration proceedings before EOIR Immigration Courts; appellate proceedings before the Board of Immigration Appeals; proceedings before the US Citizenship and Immigration Services (USCIS), including, among others, applications for asylum, VAWA, and/or T or U nonimmigrant status;
- Provide orientations in Spanish and English to recently arriving adults with children facing removal proceedings in Miami Immigration Court;
- Conduct legal screenings of AWCs in-court and the office and provide follow-up services including legal and other referrals, and *pro se* assistance;
- Comply with monthly reporting to funders and regular data management;
- Participate in meetings, calls and email exchanges with stakeholders, including EOIR;
- to determine eligibility for legal relief; provide advice and counsel to families;
- Provide and trainings in order to recruit and train pro bono attorneys; and
- Engage in outreach and education in the area of immigrant rights.

Qualifications:

- Fully bilingual, including reading and writing, in English and Spanish;
- Admitted to practice law in any jurisdiction;
- Experience with immigration is a plus, as is ability to manage heavy caseloads dealing with complex immigration issues;
- Must have excellent research and writing skills, communication skills, organizational skills, self-motivation, and an ability to work collaboratively with others;
- Must be adept at interacting with a wide variety of people and comfortable working in a busy, open work environment

Salary to commensurate with experience. Full benefits provided.

To Apply:

Send a cover letter, resume, and two writing samples to Kristie-Anne Padron at kpadron@cclsmiami.org