



## Employment Opportunity

### Opening for Immigration Attorney for Legal Orientation Program

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 an attorney to provide legal services in our Legal Orientation Programs: Immigration Help Desk (ICH), Family Group Legal Orientation Program (FGLOP) and Know Your Rights Presentation (KYR).

Responsible for assistance and legal representation of clients of Catholic Legal Services. The Staff Attorney will provide orientations to pro se Respondents in removal proceedings and pro se families on the dedicated docket. Orientations are "Know Your Rights" presentations, educating pro se Respondents of their rights and the applicable immigration laws in order to increase access to counsel, reduce orders of removal, and assist people with important deadlines and resources. The Staff Attorney will also develop and maintain significant caseload, assist existing CLS clients with their immigration cases, represent individuals in removal proceedings before the South Florida Immigration Courts, represent individuals before USCIS and assist supervising attorney with administrative issues such as implementation of specific programs depending on available funding

**Location:** Miami Office (28 W Flagler St., Suite 1000, Miami, FL 33130)

**Duties:**

- Prepare orientations in Creole to pro se Respondents who live in South Florida and are currently in removal proceedings, focusing mainly on vulnerable populations.
- Provide follow-up services to pro se Respondents including legal screenings, self-help workshops, legal and other referrals, and assistance with asylum applications and change of venue motions.
- Engage in outreach and education in the area of immigrant rights.
- Implement Friend of Court services, accompanying pro se Respondents to their Master Calendar Hearings.
- Comply with monthly reporting to funders and regular data management.

**Main Office**  
28 West Flagler Street, Suite 1000  
Miami, Florida 33130  
Tel. 305-373-1073

**Hollywood Office**  
6565 Taft Street, Suite 401  
Hollywood, Florida 33024  
Tel. 954-306-9537



WWW.CCLSMIAMI.ORG

- Assist support staff with their caseload.
- Manage heavy caseloads dealing with complex immigration issues.

**Qualifications:**

- Licensed to practice law in any state;
- Experience with immigration, especially asylum law is a plus;
- Experience working with vulnerable populations is preferred;
- Fully bilingual, including reading and writing, in English and Creole; Trilingual applicants who speak English, Creole and Spanish are highly encouraged to apply;
- 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.

**Job Type:** Full-Time

**Benefits:**

- 403 (b)
- 403 (b) matching
- Disability insurance
- Flexible schedule
- Health insurance
- Paid time off
- Parental leave
- Professional development assistance
- Retirement plan
- Schedule: Monday to Friday

Salary to commensurate with experience.

To Apply: Please email a resume and cover letter to [hr@cclsmiami.org](mailto:hr@cclsmiami.org). A writing sample and references may be requested before a second-round interview.

**CCLS is an EEOC/AA employer and encourages women and minorities to apply. Our office hires regardless of race, religion, gender, sexual orientation, or ethnicity.**

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