



Employment Opportunity Immigration Attorney for Vulnerable Populations

Catholic Charities Legal Services, Archdiocese of Miami, Inc. (hereafter “CCLS”) is a non-profit organization that represents low-income immigrants without reference to their race, religion, gender, ethnic group, or other distinguishing characteristics. CCLS is seeking a bilingual Spanish and/or Haitian Creole speaking attorney to conduct community outreach and assure high quality legal services to particularly vulnerable populations in the South Florida region.

CCLS offers outstanding benefits, including health insurance, a retirement plan, parental leave, life insurance, professional development assistance, and generous paid time off (21 days for the first year in addition to Federal holidays).

Location

- Main Office: 1469 NW 13 Terrace, Suite 100, Miami, FL 33125
- Broward Office: 6565 Taft Street, Suite 401, Hollywood, FL 33024

Job Duties

- Manage a caseload of direct representation clients with complex immigration issues.
- Prepare and file applications for legal relief and represent clients before U.S. Citizenship and Immigration Services (USCIS), U.S. Immigration and Customs Enforcement (ICE), the Executive Office for Immigration Review (EOIR), and the Board of Immigration Appeals (BIA).
- Specific duties involve frequent travel to offsite locations to conduct intakes and prepare immigration relief forms including applications for asylum, employment authorization, fee waivers and temporary protected status as well as motions before the Immigration Court.
- Ensure contract compliance with accurate and timely data entry.
- Work closely with external stakeholders, such as homeless shelters, to maintain a positive working relationship as well as with relevant government stakeholders.
- Participate in trainings, calls, and meetings with funders and technical assistance providers to stay up to date with new legal and programmatic developments; and
- Engage in outreach and education in the area of immigrants’ rights.
- Perform other duties as required.

Qualifications

- Licensed to practice law in any state; Florida Bar preferred.

Miami Office
1469 NW 13th Ter, Suite 100
Miami, FL 33125-2607
Tel: 305-373-1073

Hollywood Office
6565 Taft Street, Suite 401
Hollywood, FL 33024
Tel: 954-306-9537



- Experience working as an immigration attorney with vulnerable populations preferred though training will be provided.
- Fluency in English and Spanish or English and Haitian Creole highly preferred.
- Excellent communication skills, organizational skills, self-motivation, and an ability to work collaboratively with others.
- Adept at interacting with a wide variety of people and comfortable working in a busy, open work environment; and
- Personal integrity in handling ethically complex and confidential situations.

Schedule

- 8-hour shift
- Monday to Friday

Salary

\$75,000 annually, with final offer commensurate with relevant experience and qualifications.

How to Apply

Send resume and cover letter to Michaelle Alfred Fenelus, Human Resources Manager, at malfred@cclsmiami.org.

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

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