



Employment Opportunity

Opening for Immigration Attorney for Vulnerable Population 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 work with our vulnerable populations team which serves families and unaccompanied children facing removal proceedings before the Miami Immigration Court and in local state courts.

Location: Miami Office. 28 W. Flagler Street, Miami, FL 33130

Duties:

- Provide legal representation in immigration proceedings before EOIR Immigration Courts; appellate proceedings before the Board of Immigration Appeals; proceedings in family and dependency courts; proceedings before the US Citizenship and Immigration Services (USCIS);
- Manage heavy caseloads dealing with complex immigration issues including asylum, Special Immigrant Juvenile (SIJS) status, and/or T or U nonimmigrant status; and state court proceedings seeking orders necessary to support SIJ applications.
- Provide legal orientations and screenings via Zoom or in person when conditions allow.
- Comply with reporting to funders and regular data management.
- Participate in meetings, calls and communications with stakeholders.
- Provide mentorship and trainings in order to recruit and train pro bono attorneys.
- Engage in outreach and education in the area of immigrant rights

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

Qualifications:

- Membership of the Florida Bar or other state Bar (eligible to practice in immigration proceedings) required.
- Experience and/or interest in working with vulnerable populations.
- Excellent research and writing skills, communication skills, organizational skills, self-motivation, and an ability to work collaboratively with others.
- Adept at interacting with a variety of people and comfortable 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. 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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