



Employment Opportunity Bilingual (Haitian-Creole) Staff Attorney

Job description

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 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 managing attorney with administrative issues such as the implementation of specific programs depending on available funding. Conducts “Know Your Rights” presentations educating individuals of their rights and the applicable immigration laws.

Location

Downtown Miami

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); including, among others, applications for asylum, VAWA, and/or T or U nonimmigrant status;
- Assist support staff with their caseload;
- Manage heavy caseloads dealing with complex immigration issues;
- Comply with reporting to funders and regular data management;
- Provide mentorship and training in order to recruit and train pro bono attorneys; and
- Engage in outreach and education in the area of immigrant rights.

Qualifications

- Membership of the Florida Bar or other state Bar (eligible to practice in immigration proceedings) required.
- Experience working with sensitive populations is preferred;
- Experience with immigration is a plus;
- Fully bilingual, including reading and writing, in English and Haitian Creole, required; Trilingual applicants who speak English, Creole, and Spanish are highly encouraged to apply;

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



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- Excellent research and writing skills, communication skills, organizational skills, self-motivation, and an ability to work collaboratively with others; and
- Adept at interacting with a variety of people and comfortable in a busy, open work environment.

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: Send a cover letter, resume, two writing samples to Michaël's Déborah Saint-Vil at dsaintvil@cclsmiami.org and Paola Bichara Torres at pbicharatorres@cclsmiami.org.

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