



## **Employment Opportunity**

### **Bilingual (Haitian-Creole) Legal Orientation Program Attorney**

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 services under the Legal Orientation Program (LOP) and represent non-detained clients at the Miami Immigration Court. LOP orientations are “Know Your Rights” presentations educating detained adults of their rights and the applicable immigration laws.

**Location:** Krome Service Processing Center, Broward County (Broward Transitional Center) and the Miami Immigration Court

**Duties:**

- Provide LOP presentations in English, Spanish and Haitian Creole to detained adults in South Florida.
- Provide follow-up services to individuals who have attended LOP presentations, including legal screenings, 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;
- Provide legal representation to clients 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;
- Manage sizeable caseloads dealing with complex immigration issues;
- Provide mentorship and trainings in order to recruit and train pro bono attorneys; and
- Engage in outreach and education in the area of immigrant rights.



WWW.CCLSMIAMI.ORG

**Qualifications:**

- Fully bilingual, including reading and writing, in English and Haitian-Creole required;
- Admitted to practice law in any jurisdiction;
- Experience with immigration is a plus;
- 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: Send a cover letter, resume and two writing samples to Peterson St. Philippe at [pstphilippe@cclsmiami.org](mailto:pstphilippe@cclsmiami.org)

**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.**

**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