



## Employment Opportunity

### Opening for Immigration 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 an attorney to work as part of the Legal Orientation Programs (LOP) at two detention centers in Southern Florida (Krome, Broward Transitional Center). LOP provides know your rights information regarding a detained individual's rights while in removal proceedings, potential forms of relief, and the appeal process.

**Location:** Broward Office. 6565 Taft St, 4<sup>th</sup> floor. Hollywood, FL 33024

**Duties:**

- Conduct intake of client referrals from other CCLS programs.
- Conduct consultations with relatives of detained individuals.
- Conduct legal research and advise clients on best course of action.
- Represent detained clients with request for release before the Immigration and Customs Enforcement and the Bond before the immigration court.
- Represent detained clients with application for relief before the immigration court and appeals with the Board of Immigration Appeals.
- Represent clients before USCIS and the Administrative Appeals Office in applications for detained clients.
- Keep an up-to-date calendar of all work-related activity that is shared with managing attorney.
- Comply with reporting to funders and regular data management.
- Participate in meetings, calls and email exchanges with stakeholders.



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**Qualifications:**

- Licensed to practice law in any state.
- Experience working with vulnerable populations.
- Fully bilingual, including reading and writing, in English and Spanish.
- 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 Michaelle Alfred at [malfred@cclsmiami.org](mailto:malfred@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  
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Tel. 305-373-1073

**Hollywood Office**  
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