

LAW CLERK-IMMIGRATION LAW PROJECT (ILP)

Mid-Minnesota Legal Aid (Legal Aid) is seeking a law clerk for its Minneapolis office as part of its immigration law unit. The ILP provides legal representation to clients in a full range of immigration contexts including removal work, adjustment of status, applications for citizenship and VAWA-based cases including U and T visas. We receive funding from several government and private sources and enjoy a close relationship with immigrant-led community organizations. ILP works closely with other units within MMLA to provide holistic legal services. This position will start as soon as possible after an offer is extended.

RESPONSIBILITIES:

- Dedicate yourself to the principles of Legal Aid's Racial Justice Values Statement in all interactions.
- Client communication and follow up to gather necessary information
- Collect evidence and related documents for cases
- Work on case assistance projects for Staff Attorneys, including client
- correspondence, country conditions research, and organizing filings
- If applicable, research applicable law for cases and draft memos, briefs, and
- motions.

QUALIFICATIONS:

- Be in second year or beyond of law school
- Be available to serve as a clerk during the summer and potentially fall of 2024, preferred
- Experience in immigration law, preferred
- Commitment to working as a team member to serve clients' needs.
- Proficiency using Microsoft Office required.
- Language proficiency, particularly in Arabic, Hmong, Oromo, Somali, or Spanish, preferred.
- Diverse economic, social, and cultural experiences preferred.

COMPENSATION: \$20/hour on a part-time basis as soon as hired, preferably through part of Fall 2024

APPLICATIONS: Submit resume and cover letter expressing interest in the position online at [https://mylegalaid.org/employment by February 26](https://mylegalaid.org/employment%20by%20February%2026), 2024.

If you require a reasonable accommodation for completing this application, interviewing, or otherwise participating in our employee selection process, please contact Ann Cofell at acofell@mylegalaid.org.

Please direct all other inquiries to hire@mylegalaid.org.

Mid-Minnesota Legal Aid is an Equal Opportunity/Affirmative Action employer.