



U-Visa Project Assistant Job Description

Updated 3/31/2010

Purpose of the Immigrant Law Center of Minnesota: The mission of the Immigrant Law Center of Minnesota is to provide quality immigration legal services, law-related education, and advocacy to help Minnesota’s immigrant and refugee communities reach their full potential. ILCM works to support a fair and just immigration process that keeps the American dream alive, embodies the rule of law, and strengthens families and communities across Minnesota. Our goals include remedying legal problems with immigration legal services, preventing legal problems with law-related education to immigrants and refugees, and encouraging immigration policies that are practical and compassionate.

Purpose of the Position: A key area of ILCM’s legal practice focuses on helping immigrants apply for U-visas, a form of immigration relief available for victims of domestic abuse and other violent crimes who cooperate with police investigations. ILCM partners with domestic violence advocates to receive referrals and prepares the legal cases for trained pro bono attorneys. The U-Visa Project Assistant aids the legal staff in preparing these cases.

Primary Duties and Responsibilities:

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| <input checked="" type="checkbox"/> Client Interviewing | <input checked="" type="checkbox"/> Document Location |
| <input checked="" type="checkbox"/> Case Memo Writing and Case Prep | <input checked="" type="checkbox"/> Data Entry and Case Management |
| <input checked="" type="checkbox"/> Document Translation | <input checked="" type="checkbox"/> Telephone Answering |
| <input checked="" type="checkbox"/> Coordinating with Domestic Violence Advocates | <input checked="" type="checkbox"/> Participating in Regular Legal Case Reviews |
| <input checked="" type="checkbox"/> Communicating with Law Enforcement | <input checked="" type="checkbox"/> Legal Research |
| | <input checked="" type="checkbox"/> Tracking Legal Casework |

Impact of the Assignment: U-Visa Project Assistants are key players in ILCM’s delivery of quality legal representation to the most vulnerable immigrants in Minnesota. Assistants screen potential U-Visa applicants, establishing the beginning of the relationship between ILCM and the client and rigorously preparing the case for staff or pro bono attorneys. Assistants are thus instrumental to maintaining the connection between ILCM and the large (and growing) number of pro bono attorneys, increasing ILCM’s capacity to coordinate volunteer legal expertise and serve a greater number of clients in crisis.

Experience and Qualifications Requirements:

- Must be enrolled in or a graduate of a four-year college degree program.
- Must be able to read, write, and speak both Spanish and English fluently.
- Must possess cross-cultural communications skills and interpersonal sensitivity necessary to successfully work as an advocate.
- Applicants with previous experience in victim advocacy and support are preferred.

Benefits to Volunteer:

- Opportunity to use language skills and cultural competency to benefit immigrants
- Opportunity to increase your own understanding of immigration law and domestic violence issues
- Opportunity to develop communication and legal skills applicable to a variety of fields of employment
- College credit or work study arrangements can sometimes be made with your school
- Invitation to ILCM continuing education and enrichment events

Supervisor: Assistants will be supervised by Cindy Anderson, Accredited Representative. Support will be provided by ILCM’s Volunteer Coordinator.

Commitment: ILCM seeks U-Visa Assistants on a semester-based schedule and a rolling basis. Volunteers are expected to commit to 10-15 hours per week. ILCM is currently seeking to fill the position for this period:

- Fall (September through December)
- Spring (end of January through May)

- Summer (June-August)
- Rolling (four month minimum commitment)

After the semester period, assistants and ILCM will discuss the possibility of extending term of service depending on needs and interests of both the assistant and the organization. ILCM prioritizes long-term volunteers who gain skills and experience during their time at ILCM, enabling them to more fully contribute.

Work Location:

- ILCM main offices at 450 N. Syndicate St, accessible by Bus lines 16 and 21
- ILCM satellite offices at 179 Robie Street East, St Paul, accessible by Bus lines 68 and 71
- Offsite, with communication by email and telephone

How to apply: Please send resume and cover letter to ILCM Volunteer Coordinator at volunteer@ilcm.org.

I have read this job description, understand the terms of my service, and commit to the responsibilities it describes.

Volunteer Signature: _____ Date: _____
Supervisor Signature: _____ Date: _____
Volunteer Coordinator Signature: _____ Date: _____