

## **Legal Assistant for Immigrant Children (Detroit, Grand Rapids, Kalamazoo, or Ypsilanti)**

**POSITION:** The Michigan Immigrant Rights Center (MIRC) is seeking a Legal Assistant for Immigrant Children in our Detroit, Grand Rapids, Kalamazoo, or Ypsilanti offices. The successful candidate will have an emphasis on working with unaccompanied immigrant children, will collaborate with local community programs, conduct outreach and legal screenings, and represent immigrant children in removal proceedings. This is a chance to join a talented grant-funded team doing important and challenging work at a critical time. This position will be based out of one of our offices in Detroit, Kalamazoo, Grand Rapids, or Ypsilanti, with a hybrid in-office/remote work schedule.

**DESCRIPTION OF PROGRAM:** MIRC is a legal resource center for immigrant communities. The three pillars of our work are: 1) direct legal services; 2) systemic advocacy; and 3) community education and engagement. MIRC is part of [Michigan Statewide Advocacy Services](#) (MSAS), a non-profit law firm providing free legal services to low income and senior persons through several statewide programs. MSAS is administered by the Michigan Advocacy Program (MAP), which provides access to the justice system for those who need it the most through civil legal aid offices and statewide advocacy programs. MAP's mission is to advance the safety, independence, and economic stability of those most affected by poverty, racism, and other structurally oppressive systems by increasing access to justice and working for systemic solutions. Visit [michiganimmigrant.org](#) and [miadvocacy.org](#) for more information.

**RESPONSIBILITIES:** The legal assistant will assist with all aspects of MIRC's work for unaccompanied children such as client intake, the development of legal documents, grant and other reporting, communications, scheduling, interpreting, and more.

**QUALIFICATIONS:** An associate's degree or commensurate professional experience is required; a bachelor's degree is preferred. Applicants must possess excellent communication, collaboration, analytical and problem-solving skills as well as a demonstrated commitment to protecting the rights of immigrants or other persons in poverty. Candidate must be detail-oriented with strong organizational skills. Candidate must be proficient with major software and web services including Word, Excel, G Suite, and have access to a reliable internet connection if they intend to work remotely some of the time. Applicants who have experience, especially related to immigration and poverty, will receive priority. No prior legal experience required. Spanish language proficiency required.

**BENEFITS:** This is a full-time position with a salary range of \$37,000-\$54,000 based on experience and education. MAP offers a generous benefits package including life, short- and long-term disability, health, vision, dental and flexible spending accounts. If staff do not require health benefits, they have the option to take an annual \$1,500 payout in addition to the base salary paid over the course of the year. MAP also has a generous leave policy allowing staff to accrue 3 weeks paid vacation the first year and 13 paid holidays, as well as an annual 2% contribution and 2% match to retirement plan subject to board approval for eligible staff. MAP is a qualifying employer for Public Service Loan Forgiveness.

**Apply by:**

1. Completing this application form: [cc/MIRCJOBS](#)
2. Emailing a cover letter that confirms your qualifications, your current resume, and a list of three professional references to [jobs@michiganimmigrant.org](mailto:jobs@michiganimmigrant.org) with “MIRC Legal Assistant for Immigrant Children” in the subject line.

Applications will be considered on a rolling basis, but priority is given to those received by July 25, 2022.

**MSAS is an equal opportunity employer, committed to diversity and inclusion in the workplace.**