



m.i.c.a. PROJECT

Migrant & Immigrant Community Action

Bilingual Legal Assistant Application Deadline: Rolling

The Migrant and Immigrant Community Action Project (MICA Project) is a community organization committed to working with low-income immigrants to overcome barriers to justice. The MICA Project utilizes legal services, organizing, advocacy, and education to promote the voice and human dignity of immigrant communities. Each year, the MICA Project assists hundreds of migrants by representing them in their applications for immigration relief and by shifting legal knowledge through Know-Your-Rights presentations and Pro Se workshops.

MICA Project staff approach our work as a team, supporting and assisting each other while striving to provide trauma-informed services. We are passionate about our work and seek someone to join us in working toward our vision of a world that honors the dignity of all people.

Position Description:

The Bilingual Legal Assistant provides administrative support to the MICA Project, assuring that tasks necessary to the organization's operations are completed in a timely and efficient manner. This position is ideal for someone who can work in a fast-paced environment, work within organizational systems with fidelity, and identify areas for organizational improvement.

Essential Duties and Responsibilities:

- Maintain a friendly and welcoming environment in MICA Project's lobby and reception desk (shared responsibility with another staff member)
- Maintain excellent telephonic and in-person communication with clients about appointments and legal notices
- Notarize documents when needed (MICA Project will pay for notary public certification)
- Maintain up-to-date client information on MICA Project's legal case management platform (MyCase)
- Coordinate interpretation and translation services by working with external agencies/volunteers, as well as by providing interpretation and translation when needed by staff members
- Process and document client payments and support with MICA Project's internal billing system
- Administratively open and close cases on all MICA Project platforms
- Provide direct support to legal staff members, including client communication, filing preparation, and form filling
- Other duties as assigned

Qualifications:

- Passion for MICA's mission and values (dignity, voice, equity, community).
- Language: Professional proficiency in Spanish and English reading, writing, and speaking required. Other languages are a bonus.
- Ability to maintain positive interactions and communications with clients.
- Demonstrated commitment to advancing and defending immigrant rights and willingness to support MICA's mission, vision, and values.
- Excellent written and oral communication skills, and ability to organize information in a clear and concise manner.
- Previous immigration law experience preferred, but not required
- Capacity to work both independently and as a member of a team in a fast-paced environment.
- Strong organizational skills.
- Proficiency in use of web-based software, MS Word and MS Excel.
- Ability to prioritize and manage multiple tasks simultaneously and meet deadlines.
- Strong collaboration and facilitation skills to establish and maintain good relationships with colleagues and partners.
- Enthusiasm for working in a constantly changing atmosphere where quickly developing crisis situations are the norm rather than the exception.
- Passion for social justice for immigrants

Annual Salary & Benefits: \$54,500

Starting annual salary is determined by our equity-based compensation plan and thus is non-negotiable.

- Hours of work: 40-hours per week, during normal work hours, with occasional evening/ weekend work, flex time available.
- Group benefits: Full health and dental coverage for the employee (no employee contribution towards premium), effective upon start of employment (however, it may take up to 30 days to receive proof of coverage).
- Dependent health and dental coverage available, at the current monthly premium (rates available upon request).
- Vacation/PTO: MICA has 11 recognized organizational holidays, a floating holiday, three (3) weeks paid vacation, plus 8 additional days of sick/personal leave, per year. Employees are also encouraged to take a "self-care" hour each week during the year.
- Retirement Plan: The MICA Project will match up to 3% of an employee's monthly income through a SIMPLE IRA plan invested with Thrivent Financial. Thrivent offers eligible employees a range of investment options. Employees become eligible for the plan in the month following the month in which they earn \$5,000 in salary income from their employment at MICA.
- Additional benefits: training budget and travel expenses.

Application:

Please send a cover letter, resume, and 2 references with contact information to amandalopez@mica-project.org. Cultural and linguistic fluency are highly valued. Persons of color, persons with disabilities, and gay, lesbian, bisexual, transgender and queer individuals are encouraged to apply.