



Immigration Attorney or Licensed Attorney

Arrive Ministries is a Christian nonprofit seeking life transformation for refugees, immigrants, and the Church. We live out God's command to welcome refugees and immigrants by providing direct program services, mobilizing the church, and calling our communities to respond Biblically.

Job Summary: The Immigration Attorney provides legal representation and delivers direct legal services to refugees and immigrants, reviews immigration case preparation, and ensures legal compliance with U.S. immigration law and Department of Justice (DOJ) accreditation requirements. The attorney works closely with immigration legal staff, program teams, and community partners to ensure high-quality legal support for individuals and families navigating the U.S. immigration system.

Hours: This position can be full or part-time depending on the candidate

Starting pay range: \$32-34 per hour, depending on qualifications

Full-time Benefits: Medical, Dental, HSA, Life Insurance, Long-term Disability, 403b Retirement, Accident Insurance, Paid Time Off, Holiday Pay

Part-time Benefits: 403b Retirement, Accident Insurance, Paid Time Off, Holiday Pay

Responsibilities:

- Conduct in-depth legal screenings to determine eligibility for immigration benefits.
- Explain immigration options, eligibility requirements, and legal processes to clients in clear and accessible ways.
- Prepare and submit immigration applications to U.S. Citizenship and Immigration Services, including but not limited to: Lawful Permanent Residency (green cards), Naturalization and citizenship, Family reunification petitions, Employment authorization, Travel documents and related benefits.
- Complete USCIS forms and supporting documentation accurately and in compliance with federal immigration law.
- Explain to clients their immigration benefit eligibility, current immigration laws, and filing processes in comprehensible formats.
- Complete data entry in department tracking databases and maintain accurate, up-to-date records for all clients.
- Provide ongoing legal representation to clients with active immigration cases. Potential tasks include but are not limited to the following: assist clients in responding to RFEs (Requests for Evidence), address changes, case processing requests, attend client interviews with USCIS.
- Participate in immigration law trainings and continuing legal education.

- Contribute to peer learning and knowledge sharing within the legal services team.

Knowledge and Skills required:

- Juris Doctor (JD) from an accredited law school
- Licensed and in good standing with a U.S. state bar.
- Strong organizational and case management skills
- Ability to explain complex legal concepts clearly and compassionately
- Ethical and compassionate legal practice with client-centered legal advocacy experience
- Demonstrated ability to work effectively and sensitively with people of diverse cultural and religious backgrounds and those with limited-English proficiency.
- Excellent time management and problem-solving abilities.
- Excellent written and oral communication skills in English
- Demonstrated ability to build collaborative professional relationships with internal and external partners
- Desire to serve and empower the Church to impact vulnerable communities
- Valid MN Driver's license with proof of insurance
- Agree with and adhere to Transform Minnesota's Statement of Faith, Core Values, and Code of Conduct

Preferred:

- Experience practicing immigration law.
- Experience working with refugee or humanitarian immigration programs.
- Familiarity with USCIS processes and filings.
- Fluency in a language common among client populations (Swahili, French, Arabic, Oromo, Somali, Pashto, Dari, Spanish, etc.)

Additional Information:

- Reports to: Director of Refugee Services
- This position works out of Richfield, MN Headquarters, with occasional off-site meetings or events
- This position can be full or part-time depending on the candidate
- Regular office hours 8:30am-5pm, with occasional evening work as assigned