



### **BILINGUAL CHILDREN'S ATTORNEY**

Catholic Legal Services of Miami (CLS) is a non-profit organization that represents low-income immigrants without reference to their race, religion, gender, ethnic group, or other distinguishing characteristics. CLS seeks 2 bilingual attorneys to either provide legal services under the Legal Orientation Program for Custodians (LOPC) and/or represent unaccompanied minors in removal proceedings before the Miami Immigration Court. LOPC orientations are presentations educating sponsors of their rights and the applicable immigration laws in order to prevent abuse and exploitation of unaccompanied minors.

#### **Duties:**

- Provide legal representation to unaccompanied minors in immigration proceedings before EOIR Immigration Courts; appellate proceedings before the Board of Immigration Appeals; proceedings in family and dependency courts; proceedings before the US Citizenship and Immigration Services (USCIS), including, among others, applications for asylum, Special Immigrant Juvenile (SIJS) status, and/or T or U nonimmigrant status; and state court proceedings seeking orders necessary to support SIJ applications;
- Conduct legal screenings of unaccompanied minors to determine eligibility for legal relief; provide advice and counsel to unaccompanied minors;
- Manage heavy caseloads dealing with complex immigration issues;
- Provide mentorship and trainings in order to recruit and train pro bono attorneys;
- Comply with monthly reporting to funders and regular data management;
- Participate in meetings, calls and communications with stakeholders; and
- Engage in outreach and education in the area of immigrant rights.

#### **Qualifications:**

- Membership of the Florida Bar required for representation positions;
- Experience with immigration and/or family court;
- Experience working with children is preferred;
- Required to be fully bilingual (verbal and written) in English and Spanish;
- Must have excellent research and writing skills, communication skills, organizational skills, self-motivation, and an ability to work collaboratively with others;
- Must be adept at interacting with a wide variety of people and comfortable working in a busy, collegial work environment.

*Salary to commensurate with experience. Full benefits provided.*

#### **Application Instructions:**

Send a cover letter, resume, and two writing samples to Kristie-Anne Padron at [kpadron@cclsmiami.org](mailto:kpadron@cclsmiami.org) AND Jesus Torres at [Jtorres@cclsmiami.org](mailto:Jtorres@cclsmiami.org). Please include [ATTORNEY APPLICATION] in the subject line.

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