



St. Vincent Catholic Charities

PROVIDING HELP. CREATING HOPE.

2800 W. Willow • Lansing, MI 48917 • Office: (517) 323.4734 • www.stvcc.org

Immigration Attorney
Regular, Full Time, Salaried

GENERAL DESCRIPTION:

- Provide immigration-related legal representation for a diverse clientele
- Supervise student volunteers and interns and ensure the quality and accuracy of their legal work
- Maintain client case management and prepare required reports
- Monitor and communicate client case progress to client and Director
- Assist in preparing funding application materials
- Refer clients for supportive services, both within STVCC and to community organizations

QUALIFICATIONS:

Education: J.D. degree required.

Other Qualifications: Admitted to Bar of any state; MI operator license; computer skills; second language preferred; prior experience in immigration law; excellent written and verbal communication skills.

SALARY RANGE: \$38,000 - \$45,000 depending on experience

DATE AVAILABLE: Immediately

TO APPLY: Submit cover letter, résumé and brief writing sample to:

St. Vincent Catholic Charities

Attn: Eric Duby

2800 W. Willow St.

Lansing, MI 48917

Fax: 517.886.1191

Email: jobs@stvcc.org

Website: www.stvcc.org

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