



3489 W. 72nd Ave. Ste. 211
Westminster, CO 80030

(303) 433-2812
(303) 433-2823 FAX
www.rmian.org

JOB ANNOUNCEMENT HALF-TIME LEGAL ASSISTANT

The Rocky Mountain Immigrant Advocacy Network (RMIAN) is a nonprofit agency that provides legal information and superior-quality legal services to two groups of vulnerable non-citizens in Colorado: men and women who are in immigration detention and facing deportation, and children who have suffered abuse, abandonment, or neglect.

RMIAN has an immediate opening for a half-time Legal Assistant who will work to support RMIAN's Detention Program and its administration of the Legal Orientation Program. For additional information on the LOP, see <http://www.vera.org/project/legal-orientation-program> and <http://www.justice.gov/eoir/probono/probono.htm> Ideal hours for the position are Monday through Friday, from 9:00am to 1:00pm.

Responsibilities include:

- Creating daily attendance lists for know-your-rights presentations at the immigration detention center in Aurora, Colorado
- Conducting data entry for detention database and compiling monthly reports
- Monitoring individuals representing themselves and adding them to pro se workshops and special individual sessions as necessary
- Supporting RMIAN attorneys to conduct follow-up on pending cases
- Responding to phone calls from callers to RMIAN's Detention Hotline
- Completing administrative tasks related to direct representation or the referral of pro bono cases
- Maintaining and ordering office supplies
- Assisting with know-your-rights presentations and individual orientations at the immigration detention center, as time permits

Position Requirements:

- Bachelor's degree or Associate's degree from ABA approved paralegal program preferred
- English & Spanish fluency
- Excellent organizational skills and attention to detail
- Experience and comfort working in multicultural environments
- Ability to thrive in a fast-paced environment
- Passion for RMIAN's mission and commitment to social justice and human rights issues
- Experience or background in immigration law strongly preferred
- Colorado driver's license and regular access to an insured vehicle

To apply, please send a cover letter, resume, and list of references to Mekela Goehring, RMIAN, 3489 W. 72nd Avenue Suite 211, Westminster, CO 80030. You may also e-mail submissions to mgoehring@rmian.org RMIAN is an equal opportunity employer and recognizes the importance of diversity in the workplace; individuals from diverse backgrounds are encouraged to apply. Visit us on the Web at www.rmian.org.