

# CALL TO PARTICIPATE

## U.S. IMMIGRATION LAWYER IN THE LEGAL CLINIC

The [Institute for Women in Migration, AC \(IMUMI\)](#) is an NGO based in Mexico City that promotes the rights of women in migration and their families. Founded in 2010, IMUMI provides legal and psychological support for women and their families, and collaborates with civil society organizations, academic institutions, and governments to ensure that issues relevant to women are included in government initiatives focusing on migration policy. IMUMI seeks to encourage the creation of policies and programs that take into account the situation of migrant women in a broad sense, focusing on three major areas: the right to identity and migration documentation, the right to family unity, and the right to be free from violence.

The legal clinic at IMUMI provides pro bono support to women migrants and their families whether they live in their communities of origin, are in transit through Mexican territory, reside in Mexico, or are living in the United States. The clinic provides services to women migrants and transnational families in the areas of U.S. and Mexican immigration law, family law, family reunification, access to identity documents, and access to education. In the area of U.S. immigration law, IMUMI offers free legal support to clients who are seeking humanitarian visas (U visas or VAWA status). IMUMI provides direct representation, limited representation, and consultations to women who hope to seek asylum or immigration relief in the U.S. The U.S. immigration area of the legal clinic also supports the Mexican immigration and family law attorneys in cases involving the right to an identity and family reunification. In these cases, IMUMI's U.S. attorneys assist with the acquisition of birth certificates and international certification to provide dual national children access to both their U.S. and Mexican citizenships, along with the public services and civil, political, and social rights guaranteed by each country.

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IMUMI is seeking a fellow or a staff attorney to work in its legal clinic in the area of U.S. immigration law and policy. The attorney will have the opportunity to work directly with clients to assist them to obtain birth certificates and passports for their U.S.-citizen children, with humanitarian visa applications, and in the representation of asylum seekers in their U.S.-based asylum cases. The position requires experience in and understanding of U.S. immigration law.

## **RESPONSIBILITIES**

### **Legal Issues for Transnational Families: Identity Documents, U.S. “Humanitarian Visas”, and Custody Issues**

- Assist returned migrant families to obtain and amend identity documents (U.S. birth certificates and passports) and order apostilles to allow them to register their Mexican citizenship and access education, health care, and other social services.
- Provide legal guidance to migrant women and their families regarding administrative procedures: immigration, identity, VAWA, "T" and "U" visa applications.
- Support families with transnational custody cases through the U.S. court hearing process.
- Coordinate with Mexican lawyers in IMUMI’s Legal Clinic to support strategies for resolution of transnational family cases.
- Participate in networks of migrant organizations supporting transnational families.

### **Post-Deportation and Return Orientation**

- Speak with deported and returned Mexicans and help orient them about the impact of their deportation orders and future remedies including tourist visas, family-based petitions, VAWA or U visas, etc.
- Help deported Mexicans file FOIA requests to better understand the circumstances of their deportation orders.

### **U.S. Asylum and Protection**

- Provide orientation to women asylum seekers and their families regarding the current procedure for seeking asylum or alternative protection at the U.S.-Mexico border.
- Participate in the development of research and advocacy tools to use with both the U.S. and Mexican government and non-governmental organizations.
- Provide know your rights presentations on U.S. asylum, and counsel individual asylum seekers on their cases and the asylum process.

### **Information, Outreach and Advocacy**

- Participate in training and outreach (KYR) events for CSOs, students, institutions and key stakeholders in Mexico and the United States, both in person and virtually.
- Participate in the development of research and advocacy tools for use with governmental and non-governmental organizations in Mexico and the United States.
- Maintain IMUMI staff up to date regarding U.S. immigration policy in the region.

## **Administrative Responsibilities**

- Maintain clear and effective communication in Spanish with clients.
- Document cases.
- Conduct and submit case reports to the Clinic Coordinator.
- Keep detailed reports of work performed and status of cases.
- Coordinate volunteer and social service work.
- Participate in operational and strategic planning for the organization.
- Actively participate in bi-weekly staff and legal clinic meetings and maintain staff up to date on cases, outreach and advocacy work.

## **POSITION REQUIREMENTS**

- U.S. law degree.
- Bar membership in good standing in the United States (any state).
- Experience in U.S. immigration law.
- Interest in immigration, family, international, and human rights law.

**The attorney should plan to work full time for a period of at least one year, preferably two or longer.**

## **LANGUAGES**

Fluency in English and full working proficiency in Spanish.

## **SKILLS AND ATTITUDE**

- Flexible with ability to adapt to constant policy changes in Mexico and the U.S. that affect clients.
- Strong writing skills.
- Well-organized and willing to adhere to administrative procedures.
- Sense of humor and ability to identify creative legal solutions for clients.
- Self-starter, able to work with minimum supervision.
- Ability to work independently and find answers to questions and determine the next course of action for cases.
- Patience and empathy, ability to work with a multi-disciplinary team with a wide range of backgrounds and belief systems.
- High tolerance to injustice and feelings of powerlessness.
- Willingness to travel under difficult conditions.
- Flexibility to work some evenings and weekends according to case needs. (time comp. provided).
- Willingness to question class and social privilege and the impact of U.S.-Mexican relations on societal attitudes.

## **SALARY AND BENEFITS**

IMUMI is seeking an attorney who has support through a fellowship, law firm, or community group. IMUMI is also able to hire an attorney directly, with a salary competitive with other Mexican NGOs (approximately \$25,000 annually depending on the exchange rate). IMUMI offers 15 days of vacation as well as one week in the Spring and two weeks at the end of December. IMUMI offers standard benefits including public health coverage, a two-week end of year bonus, as well as compensation time, 3 personal days, a small stipend for training/classes, and up to 16 therapy sessions per year. The work week is M-Th, 9:00-18:00 and F, 9:00-15:00.

IMUMI will assist in obtaining the necessary work authorization in Mexico, if required. While IMUMI will assist with the immigration visa and work authorization, we are unable to control Mexican bureaucratic timeframes.

## **APPLICATION**

Interested applicants should send a cover letter and resume at: [fortalecimientoimumi@imumi.org](mailto:fortalecimientoimumi@imumi.org)

## **APPLICATION DEADLINE**

**ROLLING - WITH PREFERENCE FOR APPLICATIONS BY MARCH 1**