



Kentucky Refugee Ministries, Louisville Immigration Attorney (full-time)

Kentucky Refugee Ministries (KRM) Immigration Legal Services office handles a variety of immigration cases including, and not limited to: family based immigrant visa petitions, consular processing, citizenship, refugee based adjustment of status cases, Cuban Adjustment Act (“CAA”) based adjustment of status cases, processing of CAA based Employment Authorization Documents (“EAD”), marriage based adjustment of status cases, representation in removal proceedings, affirmative as well as defensive asylum applications, Special Immigrant Juvenile Status cases, U visas, VAWA cases, and other immigration legal matters with a focus on humanitarian cases.

KRM is one of only three agencies in the Commonwealth of Kentucky that provides low cost immigration legal services to refugees and immigrants. This has resulted in a high demand for services. Each attorney carries a high case load and is expected to work a variety of cases.

Job Requirements

- **All candidates must be (1) licensed to practice law in Kentucky or (2) licensed to practice law in one of the 50 U.S. States and willing to sit for Kentucky Bar within the first year**
- **Strong oral and written advocacy skills**
- **Spanish fluency *strongly* preferred, but not required**
- **Immigration experience preferred, but not required**

Specialized Skills

- Strong interpersonal skills needed to interact with clients
- Ability to work with clients of diverse nationalities and cultures
- Comfort working with limited-English-proficient clients and utilizing bilingual interpreters
- Team-oriented

- Strong outreach skills; ability to network with other agencies, Louisville Metro Government, local religious and other organizations, and pro bono attorneys
- Patience and strong commitment to client care

Essential Duties

- Represent refugees and immigrants in matters before the Department of Homeland Security and the Executive Office of Immigration Review
- Occasional representation of juveniles before family and probate courts for matters ancillary to immigration legal work
- Comfort with appellate work (BIA, Federal District Court, 6th Circuit Court of Appeals)
- Collaborate with other legal services staff in developing services
- Perform administrative duties and many paralegal functions for the majority of cases (KRM legal services has one legal caseworker/paralegal who provides support, but most duties traditionally performed by paralegals are performed by individual attorneys)
- Train office volunteers and interns concerning administrative duties
- Attend community events and participate in community outreach efforts
- Participate in KRM staff development and meetings

Agency Profile

Founded in 1990 as a nonprofit agency, Kentucky Refugee Ministries is a local affiliate of Church World Service and Episcopal Migration Ministries, two of nine national voluntary agencies authorized to provide resettlement services to refugees legally admitted to the United States through the U.S. State Department's Refugee Admissions Program. Currently, KRM is receiving refugee arrivals from Afghanistan, Bhutan, Burma, Burundi, Congo, Cuba, Ethiopia, Eritrea, Iraq, Pakistan, Somalia, Sudan and Syria.

Since 1995, under the auspices of the Church World Service/Immigration and Refugee Program (CWS/IRP), KRM has also assisted Cuban/Haitian entrants admitted through a special program for Cuban immigration administered by the U.S. Department of Citizenship and Immigration Services (USCIS). Under this program, KRM's Cuban/Haitian office is also authorized to assist Cubans and Haitians who are paroled into the U.S.

Kentucky Refugee Ministries secures housing and medical care for refugees and provides them with comprehensive case management including employment services,

educational and cultural orientation programming, and specialized programs for refugee youth and elders. KRM also offers classes for refugees and immigrants preparing to apply for U.S. citizenship.

Salary and Benefits

This is a full-time position. Salary commensurate with experience and background. Benefits: Medical, dental and life insurance; paid vacation, holidays, sick and personal days.

To Apply

Please provide a resume, letter of interest, and legal writing sample to:

John Koehlinger
Executive Director
Kentucky Refugee Ministries
969-B Cherokee Road
Louisville, KY 40204
(502) 479-9180 x511
Email: jkoehlinger@kyrm.org
[Cc: smills@kyrm.org](mailto:smills@kyrm.org)

Selected candidates will be contacted for an interview.

Date Posted: November 1, 2017

Application Deadline: November 20, 2017