



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, naturalization, refugee based adjustment of status cases, Cuban Adjustment Act (“CAA”) cases, 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 caseload 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
- Appellate work (BIA)
- 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, supervise, and manage 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 in Louisville, KRM is a local affiliate of Church World Service, one of nine national voluntary agencies authorized to provide resettlement services to refugees legally admitted to the United States through the State Department's Refugee Admissions Program. Currently, KRM's Louisville office receives around 200 newly-arrived refugees a year. KRM Louisville also currently serves a comparable number recently-arrived Cuban immigrants, as well as small number of individuals from various countries who have been approved for asylum as well as those applying for asylum.

KRM's Lexington office, founded in 1997, currently receives around 150 newly-arrived refugees a year in addition to its immigration caseload.

KRM secures housing and medical care for refugees and provides them with comprehensive case management including employment services, ESL and cultural orientation, and specialized programs for refugee youth and elders and the arts. KRM also offers citizenship classes for refugees and immigrants preparing to apply for U.S. citizenship. Both KRM offices provide Victims of Crime Act (VOCA) services to immigrants and refugees.

KRM's Louisville office has an immigration legal services office with six full-time staff, including three attorneys and two Department of Justice accredited representatives who provide services to immigrants of all statuses. KRM Lexington's immigration legal services office has three full-time attorneys and one paralegal.

KRM staff do not engage in any religious messaging in connection to delivery of client services.

Salary and Benefits

This is a full-time position. Salary is 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

Selected candidates will be contacted for an interview.

Date Posted: February 25, 2020

Application Deadline: March 31, 2020

Desired Start Date: Middle to late May