

Job Description – Immigration Legal Assistant

Position Summary:

The purpose of the Immigration Legal Assistant is to assist clients and legal services staff in immigration matters, which may include but are not limited to: asylum, status adjustment, guardianship, and other family-based petitions. Clients include asylum-seekers, refugees, asylees, Cuban parolees, certified victims of human trafficking, Central American Minors (CAM), and other immigrants of humanitarian concern. The Immigration Legal Assistant will work with Legal Services Program staff and interpreters to deliver services to clients that are compassionate, culturally competent, and of the highest level of quality. He or she will prepare applications and petitions for review by the Director of Legal Services and/or the Immigration Staff Attorney(s). This is a full-time, 40 hours per week, hourly position supervised by the Director of Legal Services.

Responsibilities:

1. Preparation of applications, petitions, motions, briefs, and memoranda as required; including, but not limited to, preparation of DS-7699 on behalf of Central American Minor program beneficiaries; I-485 Applications to Adjust Status; I-730 Petitions for Follow-to-Join; and others as directed
2. Draft and receive client correspondence as directed
3. Answer legal phone calls and schedule intakes for potential clients.
4. Monitor all administrative policies and procedures for effective delivery of services
5. Facilitate community outreach and educational activities, including working with other staff to facilitate the delivery of community presentations, one-day clinics, and Know Your Rights presentations.
6. Keep abreast of legislative and policy changes that may affect immigration
7. Ensure cross-program cooperation with staff serving clients in other capacities.
8. Prepare and maintain files, records, information that complies with regulations, policies, procedures, & relevant laws.
9. Work across programs with other Exodus staff.
10. Perform administrative and clerical duties as necessary.
11. Assists with answering office phone calls and covering front desk as requested.
12. Performs other duties as may be required by the Director of Legal Services.

Position Criteria:

- Bachelor's degree from an accredited university, preferred.
- Prior experience as a legal assistant or paralegal, preferred.
- Passion for immigration law and demonstrated commitment to social justice and the mission of Exodus.
- Excellent verbal and written communication skills.
- Highly organized and detail oriented; must be able to work in multi-tasking fashion.
- Strong interpersonal skills, including the ability advocate with governmental and other organizations.
- Ability to effectively manage a large caseload
- Experience working with diverse populations, especially non-native English speakers
- Must be able to effectively communicate with clients of diverse cultural and language backgrounds.
- Must have PC proficiency, with competency in Microsoft Office applications.
- Proficiency in Spanish required.
- Must have a vehicle, valid license, and insurance to transport clients.
- Must be able to function as part of a team.