

**Position Title:** Paralegal – Immigrant Justice Legal Clinic

**Supervisory Relationship:** Managing Attorney of Immigrant Justice Legal Clinic

**Work Location:** 1805 S. Ashland Ave, Chicago, Illinois 60608

**Organization General Description:**

The Resurrection Project (TRP) is a 501(c)(3) community-based organization. Founded by a coalition of Pilsen churches in 1990, The Resurrection Project's mission is to build relationships and challenge people to act on their faith and values to create healthy communities through organizing, education and community development. The organization primarily serves low and moderate-income families in Pilsen, Little Village, Back of the Yards, and Melrose Park.

**Department Description:**

The goal of TRP's Immigrant Justice Department is to provide opportunities for authentic local immigrant leadership, to offer holistic community-based immigration legal services, and to work in coalitions to expand access to legal representation. The goal of the Immigrant Justice Legal Clinic is to assist currently eligible immigrants with their applications before USCIS; to provide direct legal services while engaging more clients in the broader organization.

**Job Duties and Responsibilities:**

The paralegal position primarily assists with removal case management.

- Provide professional and courteous service to clients and potential clients including answering and returning phone calls, case preparation, and case follow-up
- Work with managing attorney and detained staff attorney to prepare forms for detained docket clients and to prepare filings for immigration court or the Board of Immigration Appeals (BIA)
- Schedule calls with detained clients at Boone, Clay, Dodge, or any other facility where TRP clients are detained
- Observe and take notes during detained court intake days
- Assist managing attorney and detained staff attorney with supporting documents collection, including but not limited to: from police departments, sheriff's departments, family members, and treatment facilities
- Work with attorneys and support services coordinator to develop release plans, recommend families for support services assistance, or connect families to bond fund assistance when appropriate
- Maintain comprehensive up-to-date notes of client contact, indicating date, subject matter, and resolution in the client file, per TRP's Immigration Legal Services Program procedures, and notify client of all activity regarding their case in a timely manner
- Attend and participate in required educational programs and staff meetings
- Perform other duties as assigned

**Essential Knowledge and Skills:**

- Minimum of 3-4 years of experience as an immigration paralegal, handling primarily removal/deportation defense cases

- Experience working with both detained and non-detained clients
- Experience working with detained clients strongly preferred
- Ability to assist attorneys with management of court docket with limited supervision
- Familiarity with filing requirements for EOIR, BIA, and USCIS
- Familiarity with filing FOIAS – USCIS, DOJ, DOS, CBP, OBIM, FBI, EOIR
- Ability to work independently
- Ability to work well with people of diverse cultural, educational, and professional backgrounds
- MUST BE BILINGUAL IN ENGLISH AND SPANISH

**Special Working Conditions and Demands:**

- Willingness to work flexible hours as needed; some evenings and weekends required

**Position Classification:** Full-Time, Exempt

**Salary Range:** \$50,000 - \$60,000 DOE

**Preparation Date:** 03/14/2023

**Statement of Equal Opportunity:**

The Resurrection Project is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex (including pregnancy), national origin, ancestry, age, marital status, sexual orientation (including gender identity), military status, disability, language (any language use not related to job duties), or any other status protected by applicable federal, state, or local law.

**Application Instructions:** Please send resume and cover letter by email.

**Contact Information Email:** [trpjobs@resurrectionproject.org](mailto:trpjobs@resurrectionproject.org)