

Position Title: Immigration Paralegal, Immigrant Justice Legal Clinic

Supervisory Relationship: Supervisory Attorney/DOJ, Immigrant Justice Legal Clinic

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

Organization General Description:

The Resurrection Project's mission is to build trusting relationships to educate and propel individuals, immigrants, and families to achieve their social and economic aspirations, stable homes, and equitable participation in their community. Our vision is that families and individuals have the increased capacity to reach their goals and improve their socio-economic status.

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.

Job Duties and Responsibilities:

Direct Services, Case Management, and Data Collection Responsibilities:

- Provide professional and courteous service to clients and potential clients including answering and returning phone calls, case preparation, and case follow-up
- Work with attorneys and DOJ accredited representatives to prepare forms for various case types, mailings to USCIS, and filings to immigration court or the Board of Immigration Appeals
- Maintain comprehensive up-to-date notes of client contact, indicating date, subject matter, and resolution in the client file, per TRP's Immigrant Justice Legal Clinic 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 2-3 years of experience as an immigration paralegal, handling primarily family-based petitions, naturalization, DACA, VAWA, U-visas, TPS, and asylum
- Experience handling removal cases a plus
- Familiarity with filing requirements for USCIS and EOIR
- 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: \$50,000 - \$60,000 DOE

Preparation Date: 08/02/2023

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