

Immigration Practice Assistant

- Work with attorneys, DOJ accredited reps and other staff to prepare forms for various types of cases, U visa, Asylum, TPS, re-parole requests, family petitions, adjustment of status, and other types of immigration relief;
- Travel and work at weekly off-site clinics;
- Perform factual and legal research and regularly monitor developments in immigration law and procedure;
- Assist in case management of immigration applicants including but not limited to maintaining client files, drafting cover letters, preparing application packets, reviewing case files;
- Follow up on pending case work and maintain communication with clients via phone, email, or mail regarding missing documentation necessary for submission of application;
- Provide workshop preparation prior to workshops and logistical support during workshops, when applicable;
- Participate in on-going immigration trainings and other professional development;
- Represent NSLAC at community functions, and at other events as requested;
- Perform other responsibilities needed to ensure NSLAC team's success.

Qualifications/Skills:

- Must be fluent in a second language (Spanish or Ukrainian)
- Associate or Bachelor's degree;
- Minimum of 1 year of experience as an immigration paralegal or assistant handling naturalization, DACA, family petitions, consular processing, adjustment of status, U-visa, and VAWA. Familiarity with filing requirements for EOIR, BIA, and USCIS;
- Additional experience with Removal/Deportation, SIJS, U visa certification and Asylum;
- Ability to work independently as well as with people of diverse cultural, educational, and professional backgrounds;
- Willingness to work flexible hours as needed—mostly Monday-Friday. Some evenings and weekends may be required;
- Access to a car, valid driver's license and insurance, and ability to travel within the Chicago northern suburbs;
- A demonstrated team-player with exemplary interpersonal skills in collaborating and communicating with others;
- Ability to succeed in a fast-paced nonprofit start-up environment.