



## Immigration Paralegal - Immigration & Citizenship Department Job Description

**The Indo-American Center is seeking a meticulous, driven and tech-savvy Immigration Paralegal to join our team and support our mission of providing high-quality legal services to immigrants from South Asia and other regions.**

**About Indo-American Center:** The Indo-American Center (IAC) was established as a community based, 501(c)(3) non-profit organization in 1990 by a group of Indian immigrants seeking to respond to the needs of their fellow growing South Asian immigrant population. Located on Devon Ave, at the heart of “Little India” in the West Ridge neighborhood of Chicago, IAC is deeply rooted in the community it serves. IAC connects clients to resources and opportunities that improve their individual community and quality of life through direct service, outreach, education, access, and advocacy. IAC operates six core programs: public benefits connections, immigration legal services and citizenship, adult education and literacy, health literacy and education, a seniors’ program, and civic engagement and community organizing.

Under the supervision of the Legal Director, the **Immigration Paralegal** will be responsible for the following:

### **Job Summary:**

- **Draft immigration cases**, such as citizenship, DACA, family-based immigration, adjustment of status, VAWA, U Visas, T Visas, waivers, TPS and DALE, and review filings for accuracy and completeness before submission to government agencies.
- **Communicate effectively with clients** to gather necessary documents, information, and updates on their cases, providing compassionate support throughout the process.
- **Conduct in-depth legal research** on immigration law and procedures to support case preparation and strategy development.
- **Support grant compliance** by maintaining accurate records, preparing reports, and assisting with grant-related documentation as required.
- **Provide administrative assistance** to the legal team, including scheduling appointments, managing calendars, and responding to inquiries in a timely manner.

**Status:** Exempt Full-time, 40 hours per week.

**Salary Range:** \$40,000-50,000/year, depending on experience.

### **Duties and Responsibilities:**

#### 1. Case Preparation (40%):

- Collecting and organizing client documents.
- Drafting immigration forms and petitions.
- Conducting research on relevant immigration laws and regulations.
- Assisting attorneys in preparing legal arguments and supporting documents.
- Reviewing completed forms and supporting documents for accuracy and completeness.
- Ensuring compliance with immigration laws and regulations.



- Filing immigration applications, petitions, and appeals with appropriate government agencies.

2. Client Communication (25%):

- Communicating with clients to gather necessary information providing compassionate support throughout the process.
- Providing updates on case status and requirements.
- Explaining legal procedures and requirements to clients.
- Answering client inquiries regarding their cases.
- Providing interpretation services during client meetings, interviews, and hearings.
- Translating documents and correspondence between English and other languages.

3. Administrative Tasks (15%):

- Maintain meticulous case files and calendars, ensuring all deadlines and key dates are tracked and met.
- Ensure grant compliance by maintaining accurate records, preparing reports, and assisting with grant-related documentation as required.
- Scheduling appointments, interviews, and court appearances.
- Coordinating with government agencies and other stakeholders.
- Handling billing and invoicing related to immigration cases.

4. Research and Analysis (10%):

- Conducting legal research on immigration laws, regulations, and case precedents.
- Analyzing complex immigration issues and providing recommendations.
- Assisting attorneys in preparing briefs, motions, and appeals.

5. Continuing Education and Professional Development (10%):

- Staying updated on changes in immigration laws, policies, and procedures.
- Participating in training sessions, seminars, and workshops related to immigration law.
- Obtaining certifications or credentials to enhance expertise in immigration law practice.

**Qualifications**

- Bachelor's degree or commensurate experience or paralegal certificate from an accredited program required.
- Excellent attention to detail and organizational skills, with the ability to manage multiple tasks and priorities effectively.
- Strong research, writing and communication skills.
- Fluency in reading, writing and speaking in any second language is a plus, especially Hindi, Urdu, Gujarati, Punjabi, Bengali/Bangla, Dari, Pashto, or Spanish
- Previous experience working as a paralegal or legal assistant, preferably in immigration law.
- Ability to work collaboratively with other staff members and volunteers to ensure the efficient operation of the organization and support outreach and community education initiatives.
- Excellent computer skills and office administration skills including Microsoft Office, Google Suite, Zoom, Adobe Acrobat required
- Experience in data management software including Salesforce. Docketwise a plus.



The Indo-American Center values a diverse workforce and an inclusive culture. As an Equal Employment Opportunity employer we strongly encourage applications from all qualified individuals of every immigration status, race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, veteran status, and record of arrest or conviction.

**Benefits:**

- IAC offers competitive benefits including health, dental, and life insurance, 401K, flexible schedule, and generous PTO.
- Opportunities for professional growth and development, with access to best-in-class training and support from experienced attorneys.
- Meaningful work supporting immigrants from South Asia in need.

**Please forward resume, cover letter, and list of two references to Human Resources at [jobs@indoamerican.org](mailto:jobs@indoamerican.org).**

Deadline for Submission: rolling until best candidate is found