



THE RESURRECTION PROJECT

Position Title: Paralegal

Supervisory Relationship: Managing Attorney, New Immigrants Team

Organization General Description

The Resurrection Project (TRP) builds 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. TRP is a leading provider of affordable housing, financial education, and immigration services on Chicago's Southwest side.

During the past three decades TRP, has worked to improve the lives of individuals and families by creating wealth, building assets, and engaging residents to be catalysts for change. Rooted in the Pilsen community, TRP's impact now extends across the City of Chicago and through the State of Illinois; we are making steady progress towards leveraging and preserving more than \$1 billion in community wealth by 2025.

TRP MODEL



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 Immigrant Justice Legal Clinic offers direct legal services while engaging clients in advocacy and education, and provides resources for the community to prepare for changes in immigration policy.

General Job Description:

TRP's Immigrant Justice Legal Clinic seeks a passionate and collaborative paralegal to join the New Immigrants team. The paralegal will work with New Immigrants team members and IJ partnerships team members at pro se workshops as well as on cases kept by the team for full scope representation.

Primary Job Duties and Responsibilities**Direct Services, Case Management, and Data Collection Responsibilities:**

- Work with managing attorney, program managers, and partner organizations to assist applicants on-site at largescale workshops, including, but not limited to:
 - Application Preparation
 - RFE intakes and responses
 - Workshop set up and maintenance
- 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.

Performance Measures

- Timely and accurate completion of immigration applications
- Timely response/communication with clients
- Accurate tracking of data in our case management system
- Support for workshop team leads

Essential Knowledge and Skills

- Minimum of 2 years of experience as an immigration paralegal strongly preferred
- Ability to assist attorneys with new client intake with limited supervision
- Highly motivated with demonstrated ability to work independently as well as part of a team

- Ability to succeed in a fast-paced community nonprofit.
- 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, Salary commensurate with experience.

Statement of Equal Opportunity

The Resurrection Project is an equal opportunity employer and does not discriminate based on race, color, religion, sex (including pregnancy), national origin, ancestry, age, marital status, sexual orientation (including gender identity), military status, disability, or language (any language use not related to job duties). In addition to federal law requirements, The Resurrection Project complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities.

To Apply

Interested parties should send a cover letter and resume to trpjobs@resurrectionproject.org. No phone calls please.

I acknowledge the receipt of the job description; I have read and understand the responsibilities associated with the position and agree to perform the duties to the best of my ability.

Employee Name: _____

Employee Signature: _____

Date: _____