

## Job Posting – Immigration Paralegal

### **The Immigration Project: Immigration Paralegal**

The Immigration Project is seeking a full-time Immigration Paralegal to assist our team in zealous advocacy efforts through participation in pro se workshops throughout the State of Illinois. The Paralegal is primarily responsible for assisting The Immigration Project in pro se matters at mass workshops by traveling and collaborating with The Immigration Project staff, community partners, grassroots organizations, and other legal aids throughout Illinois. The Paralegal will assist the team in preparing for workshops both prior to the workshop and post the workshop as well as participating as an integral team member at the workshops. The Paralegal may also assist the team with direct casework across various immigration-based subjects with a focus on humanitarian, family-based, and naturalization immigration issues as well as maintaining accurate files, assisting in office administrative tasks, and handling filings.

The ideal candidate will have a proven ability to work alongside others to advocate for a diverse set of clients on immigration matters. They will be committed to assisting clients in filing for immigration relief in a fast-paced environment and able to handle a robust workload. The candidate will also be able to commit to regular travel to participate in workshops as a part of this new, innovative collaborative, initiated by the State of Illinois to streamline processing of applications. This position is an excellent opportunity to engage with policymakers, governmental organizations, other nonprofits and advocacy groups to bring about real change in the lives of our clients.

### **Company Overview**

The Immigration Project is a dynamic immigration legal aid organization located in Normal, Illinois, with satellite offices in Champaign, Illinois and Springfield, Illinois. The agency is the largest non-profit immigration legal services located in downstate Illinois with immigration attorneys on staff and serves clients in 86 counties across central and southern Illinois. We understand the importance of immigration for our communities and believe in equal access to fairness and justice. Our goal is to advocate with, not for, our clients and walk alongside them through the legal process as they make the best decisions for their lives. The Immigration Project not only supports those they serve, but the team by promoting a healthy work-life balance as evidenced by our generous paid time off policies, flexible hours to account for travel in a given work week, and a hybrid work style when applicable.

### **Job Details**

The Paralegal, who is based in either Normal, IL or Champaign, IL and reports directly to the Managing Attorney is responsible for:

- Participate and facilitate pro se workshop models throughout the State of Illinois to assist masses of clients on a variety of legal matters, including but not limited to PIP, Work Authorization, Temporary Protective Status, and Asylum.
- Travel to and around Central and Southern Illinois to assist in pro se workshops in collaboration with partners statewide to impact our immigrant communities on a large scale.

- Gather information from immigrants and their families at the direction of licensed immigration advocates regarding immigration legal remedies virtually or by traveling to regional clinic locations and workshops throughout downstate Illinois.
- Prepare applications and supporting documentation, researching applicable law, composing memoranda, and drafting legal arguments.
- Prepare pre and post workshop materials for mass events, file applications, and ensure accurate data reporting for statewide impact.
- Present to the public on asylum, Know Your Rights, recent executive orders, and other immigration matters.
- Connect clients with social services resources and opportunities presented by other The Immigration Project programs.
- Maintain reporting and case management systems as required by internal policies.
- Work collaboratively with and mentoring other staff, volunteers, Community Navigators, and interns.
- Represent The Immigration Project in meetings, press-related events, regional/state associations, and other public forums.
- Participate in grassroots organizing and advocacy efforts based on community needs.
- In accordance with the ethical standards required of the legal profession and the Code of Professional Responsibility, preserving client confidentiality, accounting for client monies, and avoiding conflicts of interest.
- Provide administrative support to maintain reporting and case management systems as required by internal policies and grant requirements.
- Assist in conforming to filing procedures and maintaining those procedures for the office which include assisting in filing and managing incoming and outgoing mail.
- Understand that the responsibilities of this position may fluctuate according to the needs of the clients we serve and the funding sources available.
- Perform other duties as assigned to serve the office and community as a whole.

## **Requirements**

- Bachelors and/or Associates Degree (Preferred)
- Fluent in Spanish (Required)
- Previous experience working with immigrant communities, indigenous communities, children, victims of domestic violence, low-income individuals, and/or removal defense (Preferred)
- Demonstrated ability to serve clients in a professional, welcoming, and efficient manner
- High attention to detail
- Ability to pass various background checks to meet grant requirements
- Full-time position
- Ability to work out of either the Champaign or Normal, IL offices (Required)
- Ability and willingness to travel throughout Illinois regularly
- Strong organizational ability; attention to detail and accuracy, and demonstrated ability to learn technical and legal information
- Ability to thrive in a flexible, fast-paced and growth-oriented environment, while maintaining a cooperative, friendly, and helpful attitude with clients and co-workers

**Benefits**

- Pay dependent on experience (Range: \$18-\$20 an hour with a projected 40 hour work week)
- Flex Time
- Paid Time Off
- Health Insurance
- Dental Insurance
- Vision Insurance
- Travel Reimbursement

If interested, please send your resume and letter of interest to The Immigration Project's Legal Director, Danielle DeWinter, at [ddewinter@immigrationproject.org](mailto:ddewinter@immigrationproject.org).