

## LEGAL PROGRAM ASSISTANT

The Immigration Project (serving Central and Southern Illinois) is accepting applications for the position of a Program Assistant to help with grant reporting.

**Position:** Legal Program Administrative Assistant

**Agency:** The Immigration Project

**Location:** Normal, IL, Champaign, IL, or Springfield, IL - some remote work authorized

**Date Posted:** August 2024, Application Open Until Position Filled

**Job Type:** Administrative Position

**Schedule:** 30-35 hours per week

**Practice Areas:** Immigration and Refugee

### Agency Information:

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.

### Position Summary:

We are seeking a highly organized and detail-oriented Legal Program Assistant to support the Legal Director at The Immigration Project, a leading legal aid organization dedicated to providing legal services to underserved, immigrant communities. The Program Assistant will play a crucial role in ensuring the Legal Director's efficiency and effectiveness by managing a variety of administrative tasks and coordinating high-level activities.

### Key Responsibilities:

- **Administrative Support:** Provide comprehensive administrative support to the Legal Director, including managing calendars, scheduling meetings, and handling correspondence. Ensure timely follow-up on action items and maintain an organized and efficient office environment.
- **Communication Management:** Draft, proofread, and edit correspondence, reports, and presentations. Handle incoming and outgoing communications, including emails, phone calls, and letters, ensuring prompt and professional responses.
- **Meeting Coordination:** Arrange and coordinate meetings, conferences, and events. Prepare agendas, take meeting minutes, and track action items to ensure follow-up and completion.
- **Document Management:** Maintain and organize confidential files and records. Prepare and manage legal documents, contracts, and reports, ensuring accuracy and compliance with

organizational standards. Have or develop a proficiency in various software, including Google Suites, Microsoft products, Excel, and our Case Management System.

- **Research and Analysis:** Conduct research and compile information as requested by the Legal Director. Assist in the preparation of reports, presentations, and proposals by gathering and analyzing data, specifically the management and organization of state, federal, and private grant funds and required deliverables. Be proficient in the manipulation of Excel spreadsheets/Google Sheets.
- **Project Support:** Assist with special projects and initiatives as directed by the Legal Director. Track project progress and assist in coordinating resources and logistics.
- **Stakeholder Coordination:** Liaise with internal and external stakeholders, including clients, donors, and partners. Maintain positive and professional relationships to support the organization's mission and goals.
- **Travel Arrangements:** Coordinate travel arrangements, including booking flights, accommodations, and transportation. Prepare itineraries and ensure all travel-related details are handled efficiently.
- **Work Environment:** This position typically operates in an office setting with standard office hours. Occasional evening or weekend work may be required based on organizational needs. Hybrid model of work may be available upon discussion.

#### **Qualifications:**

- High School Diploma (Required), Bachelor's degree in Business Administration, Legal Studies, or a related field (Preferred).
- Proven experience as an executive assistant or other relevant administrative support experiences preferably within a legal or non-profit environment (Preferred).
- Ability to Speak Fluent Spanish, strongly preferred.
- Exceptional organizational and time-management skills with the ability to handle multiple priorities.
- Proficiency in office software (e.g., Microsoft Office Suite, Google Workspace) and familiarity with legal terminology and processes.
- Strong written and verbal communication skills.
- Demonstrated ability to handle sensitive information with discretion and maintain confidentiality.
- High level of accuracy and attention to detail in all tasks and documentation.
- Proactive and resourceful with the ability to anticipate needs and resolve issues independently.
- 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.
- Understand that the responsibilities of this position may fluctuate according to the needs of the clients we serve and the funding sources available.

**Salary:** \$20-\$24/hour, depending on experience.

**Application Instructions:** Please email a letter of interest, resume, and references to: Legal Director, Danielle DeWinter, Esq., at [ddewinter@immigrationproject.org](mailto:ddewinter@immigrationproject.org)

**The Immigration Project is an equal opportunity employer and is committed to fostering an inclusive and diverse work environment. We encourage individuals from all backgrounds to apply.**