

Organization: Centro Romero

Position Title: Immigration Paralegal, Latina American Legal Assistance Services

Supervisory Relationship: Department Director or designee

Work Location: 6216 North Clark Street Chicago, IL 60660

Organization General Description:

For over 40 years, Centro Romero has been a community-based organization that serves the refugee immigrant population on the northeast side of Chicago. Our interrelated programs include the Youth Learning and Leadership Program, Family Services (encapsulating the Domestic Violence Prevention Program, the Public Benefits Program, and the New Americans Initiative), Adult Education, and Legal Services. These are essential services that support healthy personal and social development of participants. Our long-term organizational goal is to bridge a disenfranchised community of immigrants and refugees into mainstream American society as well as improving their opportunity for upward social mobility. Long-term sustainable growth of our target population will only be achieved through education, leadership development, advocacy, and service; we accordingly focus our energy on these related initiatives.

Department Description:

Centro Romero's Latin American Legal Assistance Services Program (LALAS) provides Direct Service Representation, Immigration Education, and Advocacy Services to low-income, primarily Spanish-speaking immigrant community members. By assisting clients in attaining a lawful permanent residency and United States citizenship the LALAS Program works directly to assist the clients, their families, and the surrounding community.

Job Duties and Responsibilities Summary:

Works under the supervision of the Department Director assists in all aspects of immigration service delivery and direct client service. Assists in planning and preparing pre-service orientation and training for volunteers and interns, and community legal education workshops to educate the community regarding immigration benefits, rights and responsibilities, and new developments in the law. Assists in maintaining case files and databases. Assists the program Director in the provision of immigration services. Assists attorney in case preparation, client interviewing, procurement of documents and evidence, and preparation of applications and petitions for immigration benefits. If the paralegal becomes authorized as an accredited representative, the duties may expand to handling a caseload, and providing authorized and appropriate immigration representation under supervision.

Direct Services, Case Management, and Data Collection Responsibilities:

- Provide professional service to clients and potential clients including answering and returning phone calls, case preparation, client interviews, and case follow-up.
- Work with attorneys and DOJ accredited representatives to prepare forms for various cases, mailings and filings.
- Maintain comprehensive up-to-date notes of client contact, indicating date, subject matter, and resolution in the client file, per Centro Romero LALAS procedures, and notifying client of all activity regarding their case in a timely manner.
- Translation of documents
- Take fingerprints and obtain FBI reports.
- Make Freedom of Information Requests and other information and document inquiries with government agencies.
- Take ADIT and passport-style photographs.
- File management, data entry, calendar, and reminders.
- Preparation of draft affidavits, applications, and petitions.
- Conduct research and stay informed on developments in immigration law.
- Attend and participate in required educational programs, staff meetings and interact with community coalitions and organizations.
- Perform other duties as assigned, program assignments as directed by Department Director
- Participate in non-partisan outreach and advocacy.

Essential Knowledge and Skills:

- Must have High School, G.E.D., or equivalent.
- Organizational abilities, attention to detail, and ability to work under deadlines.
- Ability and disposition to work collaboratively and with diverse groups.
- Computer and internet skills. (Word, Excell)
- MUST BE BILINGUAL IN ENGLISH AND SPANISH
- Ability to work independently.
- Ability to work well with people of diverse cultural, educational, and professional backgrounds.

The following experience is a plus:

- Knowledge of Central America history and culture
- Experience as an immigration paralegal, handling primarily family- based petitions, naturalization, DACA, VAWA, U-visas, TPS.
- Familiarity with filing requirements for USCIS and EOIR
- Familiarity with filing FOIAS – USCIS, DOJ, DOS, CBP, OBIM, FBI, EOIR

Special Working Conditions and Demands:

- A willingness to work flexible hours as needed; some evenings and weekends required. General schedule Monday through Wednesday, Friday, and Saturday 9 am to 5pm, in person.

Position Classification: Full-Time, Exempt-

Salary: \$40,0000

Preparation Date: 01/13/2025

Statement of Equal Opportunity:

Centro Romero 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, language (any language use not related to job duties), or any other status protected by applicable federal, state, or local law.

Application Instructions: Please send your resume and cover letter by email.

Contact Information Email: legald@centroromero.org