



POSITION TITLE: Paralegal/DOJ Accredited Representative
WORKSITE: ILC Office in Nebraska/Southwest Iowa

ORGANIZATIONAL DESCRIPTION: Immigrant Legal Center (“ILC”) is a non-profit law firm. ILC’s mission is to welcome immigrants into our communities by providing high-quality legal services, education, and advocacy. ILC’s passion is to empower immigrants to live with confidence and free from fear. Our client-focused core values are **Compassion, Leadership, Integrity, Excellence, Neighborliness, and Tenacity**. Each year, ILC provides direct legal representation to hundreds of immigrants and advocates for laws and policies that respect the rights of immigrants and encourage compassionate immigration policy reform. Every ILC team member plays a critical role in the organization’s mission and must be passionate about and dedicated to ILC’s values.

POSITION DESCRIPTION: An ILC Paralegal is an integral part of ILC’s legal team. ILC Paralegals are hired to train to become Department of Justice (DOJ) Accredited Representatives. DOJ representatives are non-attorneys who have demonstrated to the DOJ that they have enough education and experience in immigration law to provide immigration legal services. The core functions of this position are (1) direct representation (after accreditation); (2) client communication; and (3) education and advocacy. The ideal candidate for this position is a leader, passionate about providing excellent services to clients with compassion, integrity, neighborliness, and tenacity.

CORE FUNCTIONS OF THE POSITION:

Direct Representation

- Paralegals will be hired and required to attend training and perform tasks within ILC’s DOJ Guidelines to prepare them to become DOJ partially accredited representatives.
- Work with attorneys, DOJ-accredited representatives, and staff who contribute to serving clients who may qualify for a form of immigration relief.
- Manage ongoing casework for attorneys.
- Maintain complete and accurate client records in physical files and on ILC’s case management software, including, but not limited to, logging all new activities, filing receipts, correspondence, and filings in the case file, tracking reminders and deadlines, meeting those deadlines, etc., described in detail in ILC’s Legal Procedures Manual.
- Effectively and efficiently track open/closed cases using ILC’s case management software.
- Assist attorneys with forms, statements, cover letters, motions, petitions, and briefs.
- Once accredited, represent clients before USCIS.

Client Communication:

- Maintain contact with ILC clients and promptly return calls in according with the Legal Procedures Manual.
- Keep clients aware of the status of their case.
- Inform clients of the risks and benefits of applying for immigration forms of relief.

Advocacy and Education:

- Contribute to outreach and education programs related to immigration law and advocate for the rights of immigrants.
- Provide education and advocacy to promote an accurate understanding of immigration law and policy, especially to agencies who work with children.

QUALIFICATIONS:

- Dedication to ILC's Core Values and Mission.
- Strong commitment to public interest legal services and to the enfranchisement and empowerment of immigrant communities.
- Ability to work sensitively with numerous staff, volunteers, and clients having diverse personalities, lifestyles, cultures, political orientations, and faiths.
- Fluency in Spanish is preferred.
- Ability to take initiative and make difficult decisions when necessary.
- Excellent communicator and writer.
- Strong people and organizational skills.
- Ability to work in a team and handle multiple tasks in an organized and timely manner.
- Impeccable integrity, positive attitude, mission-driven, and self-directed.
- Ability to think strategically, problem-solve, exercise good judgment, and lead change.

COMPENSATION

- Starting annual salary of at least \$40,000.
- Excellent benefits, including paid time off; medical, dental, and vision insurance; and a 403b retirement plan included.

TO APPLY

- Please send cover letter, resume, writing sample, and three professional references **all in PDF format** to Karla Avila-Juarez at karla@immigrantlc.org.