

JOB POSTING

Position Title: Paralegal

Department: Immigration

Location: West Rogers Park

Job Type: Full-Time

Responsibilities

- Monitor and update client files with all client interactions and case developments
- Create screeners and reports for grantors or funding agencies while adhering to necessary specifications in a timely manner
- Maintain client communication for intake, screener prep, interviews and other ad-hoc program requirements
- Draft legal documents including: motions, discovery requests, notices, etc. while ensuring accuracy and compliance
- Schedule client appointments with DOJ accredited representatives or Attorneys
- Prepare immigration forms using Immigration software ensuring compliance with established procedures
- Manage Immigration calendar and all client appointments

Requirements

- Associate's degree (Bachelor degree preferred)
- Paralegal certification is an advantage
- Spanish fluency (oral/written) is preferred
- Minimum one year of experience as an Immigration Assistant
- Proficiency in E-immigration software and other relevant legal software
- Strong understanding of immigration laws and procedures
- Must have flexibility with work schedule
- Must be highly organized and proficient in creating strong interpersonal relationships
- Ability to maintain and promote confidentiality and ethical standards
- Must have strong computer skills including: Microsoft Office, Outlook, Word, and Excel
- Ability to work under pressure, multi-task and exhibit attention to detail
- **COVID-19 Vaccination proof required**

Salary: commensurate with credentials and experience. Generous benefits package.

To apply, send resume and cover letter to Alexis Wardius at awardius@refugeeone.org