



Temporary Paralegal – Community Fellowship Program (minimum 6 month position)

Remote but usually based in New York, NY

Application Deadline: Applications will be considered on a rolling basis until position is filled.

IMMIGRANT JUSTICE CORPS

<http://justicecorps.org/>

Date Posted: May 7, 2021

Job Type: PARALEGAL for COMMUNITY FELLOWSHIP PROGRAM

Schedule Type: Temporary (Full Time or Part Time Position with Possibility to Lead to Permanent Position)

Practice Areas: Immigration Legal Services

About IJC and the Community Fellowship

Immigrant Justice Corps (“IJC”) is the country's first immigration legal fellowship program. We are dedicated to meeting the need for high-quality legal assistance for low-income immigrants. Our Justice Fellows and Community Fellows are recent law graduates and college graduates, respectively, who are committed to providing immigration legal services to under-served populations and who join a new generation of dedicated advocates working to serve immigrant communities. IJC Community Fellows become Department of Justice partially accredited representatives and represent clients in applications and interviews before USCIS (Department of Homeland Security). Creative thinking and advocacy before USCIS in the pursuit of new strategies to increase access to justice are essential to our mission. We have a robust immigration legal services practice housed at IJC headquarters in New York City, which handles a variety of affirmative applications as well as removal defense. Community Fellows participate in a two-year fellowship as employees of IJC and are assigned to work at a NYC non-profit sites (“host sites”) under the supervision of IJC’s supervising attorneys.

About the Position

We seek an experienced paralegal well-versed in immigration law to join our collaborative legal team for a six-month period to provide additional support to the Community Fellows program during the time of transition between fellowship years, which runs from summer to fall. The paralegal will become part of IJC’s Legal Team and collaborate with both IJC staff and fellows to work on affirmative immigration benefits cases, perform screenings, and participate in federal litigation where needed.

The core responsibilities of the position include:

- Assisting with direct representation for affirmative benefits applications including applications for employment authorization, adjustment of status, citizenship and naturalization, DACA, TPS, removal of conditions, and to a more limited extent SIJS, U/T nonimmigrant status, VAWA and asylum;
- Assisting with direct representation in a limited number of non-detained removal defense matters;
- Collaborating with IJC staff and fellows to perform legal research, analyze difficult fact patterns and prepare for representation at USCIS interviews;
- Effectively managing cases and data entry.

Requirements for the Position

We are seeking someone with a solid background in immigration law and broad experience in immigration benefits applications. We value collaboration, teamwork and helping new advocates develop skills and expertise, all of which are essential to our work. We seek a team member who:

- Is authorized to work in the United States;
- Has a minimum of two years of experience as a paralegal or legal assistant in an immigration legal services setting, or equivalent experience;
- Has excellent case management, writing, analytical and organizational skills;
- Is committed to IJC's mission of expanding access to high-quality counsel for immigrants and developing legal capacity in under-served communities;
- Has demonstrated skills working effectively with people across lines of race, class, and marginalized communities;
- Is committed to working respectfully and collaboratively within IJC to create inclusion across lines of difference;
- Is professionally fluent in one or more of the following foreign languages: Arabic, Haitian Creole, Mandarin or Spanish.

Compensation

Hourly rate is competitive and commensurate with skills, experience, and duties.

How to Apply

Please email your resume, two references and a detailed cover letter explaining why you are a great fit for this job to recruitment@justicecorps.org with "Temporary Paralegal - HQ" included in the subject line. We will review applications on a rolling basis until the position is filled.

IJC is an Equal Opportunity Employer - women, people of color, members of the LGBTQ+ communities, veterans, and people with disabilities are encouraged to apply.