



## **JOB POSTING**

**JOB TITLE:** Paralegal

**SALARY RANGE:** \$23.00 - \$26.00/hr.

CHIRLA offers an excellent benefit package, which includes generous time off, health, dental, vision and 401K plan.

**FLSA Classification:** Exempt

**REPORTS TO:** Managing Attorney

**START:** Immediately

**LOCATION:** Multiple Branch Offices Available

The Coalition for Humane Immigrant Rights (CHIRLA) is a nonprofit organization founded in 1986. CHIRLA is a California leader with national impact made of diverse immigrant families and individuals who act as agents of social change to achieve a world with freedom of mobility, full human rights, and true participatory democracy. CHIRLA organizes and serves individuals, institutions and coalitions to build power, transform public opinions, and change policies to achieve full human, civil and labor rights. Guided by power, love and vision of our community, CHIRLA embraces and drives progressive social change.

## **POSITION:**

The Paralegal will assist Staff Attorneys and DOJ Accredited Representatives prepare their cases and filings for all types of immigration cases. Paralegal will assist with client and case management as needed. Paralegal will carry a case load under attorney supervision and will assist with immigration clinics including weekends and evenings. Paralegal will assist in Triage (in person consultation intake system) which requires 7 AM -- 3 PM work schedule and alternating Saturday mornings 7 AM- 11 AM. This position requires a high-level energy, integrity and confidentiality.

## **RESPONSIBILITIES AND DUTIES:**

- Assist the Supervising Attorney(s) in screening potential non-citizens for all potential immigration relief
- Assist the Attorney(s) on the daily delivery of legal services and case management;
- Attend clinics and Triage as schedule on Tuesday, Thursdays and Saturdays
- Assist clients in their immigration case from intake to adjudication under attorney supervision
- Prepare for DOJ accreditation
- Attend legal context trainings to become familiar in legal services the organization provides
- Collect client data for grant reporting purposes
- Provide overall office support, as requested by Attorney(s)
- Calendar case deadline and appointments
- Assist clients with filling out applications for relief
- Translate documents from Spanish into English





- Prepare various immigration filings
- Assist clients with declarations
- Assist with development of systems and procedures help to more efficiently manage case load
- Other duties and responsibilities as necessary

### **SKILLS AND QUALIFICATIONS:**

- Bachelor's degree or related field experience
- A high level of integrity and the ability to maintain confidentiality
- Ability to have positive working relationships with staff, members and allies
- Ability to work effectively under pressure with last minute deadlines
- Ability to work in a team as well as lead a team
- Demonstrated commitment to public service, immigration defense, as well as to working with clients from poor communities
- Highly self-motivated, creative, takes initiative, ability to learn quickly, flexible and able to work as part of an interdisciplinary team of advocates
- Must be flexible to work early morning, evenings and Saturdays during clinical/consultations as needed
- Must be organized and able to work under pressure and within tight deadlines. Must be able to work efficiently and manage multiple projects at once, which may be at different stages of design and execution
- Prior experience filling out USCIS forms and applications preferred
- Prior experience helping clients who are victims of violence, including conducting client interviews preferred
- Spanish fluency is required as the job requires extensive legal counseling and representation in the Spanish language
- Strong commitment to CHIRLA's mission of empowering low-income community groups
- Support CHIRLA's fundraising goals including annual fundraising drive and GALA activities

To apply, send resume and cover letter to: [jobs@chirla.org](mailto:jobs@chirla.org)  
Subject Line should read: **Paralegal**

