



Paralegal (Hourly)

For over 30 years, the Northern Manhattan Coalition for Immigrant Rights (NMCIR) has been providing high quality, trustworthy immigration-related legal services to the immigrant community. NMCIR is a non-profit organization founded in 1982 to educate, defend and protect the rights of immigrants, through direct services legal services, civic engagement, community organizing and advocacy.

Position Description: The Immigration Paralegal will work as a member of the Legal Team. They will screen clients for eligibility for affirmative benefits and complete the relevant petitions/applications. They will provide support to Staff Attorneys who are working on complex immigration cases. They will participate in community workshops and large scale processing events. Persons of color, persons with disabilities, and gay, lesbian, bisexual, transgender and queer individuals are encouraged to apply.

Essential Duties and Responsibilities include but are not limited to:

- Conduct in-person intakes to assess immigration-related need;
- Process family-based immigration petitions/applications which include but are not limited to naturalization; adjustments of status; work authorizations; TPS; DACA;
- Ensure applicants have the proper and necessary documentation;
- Provide assistance to Staff Attorneys in straightforward and complex immigration matters/cases, including but not limited to affirmative benefits (i.e.: naturalization, family-based petitions, TPS) and removal proceedings, bond hearings, guardianship proceedings;
- Conduct individual client interviews and follow-up appointments;
- Prepare various immigration filings, documents, applications, packets and liaising with government agencies;
- Translate legal documents;
- Must maintain individual client files organized, ensuring complying with grant requirements;
- Coordinate and manage individual caseload with the Legal Team;
- Participate in community awareness and outreach efforts as needed, including group processing events, citizenship drives and workshops;
- Maintain grant reporting data on clients and services;



- Participate in relevant immigration training in order to keep current with immigration laws and regulations;
- Maintain professional contacts in local and national immigration community;
- Be responsible for ensuring strict client confidentiality; and
- Other duties as assigned.

Education, Experience & Certifications:

- Must have a BA or paralegal certificate, and/or at least one to three years of experience as an immigration paralegal;
- Experience with deportation defense is a plus;
- Experience working in a start-up non-profit and/or at a public interest law organization is helpful;
- Strong writing, research, and organizational skills required;
- Demonstrated ability to work within a high-volume, busy legal services organization is a plus;
- Demonstrated ability to take initiative and work under pressure required;
- Experience in a multi-cultural setting or familiarity with multi-ethnic cultures is preferred.

Required Skills & Abilities:

Language: Must be at least bi-lingual in English and one other language to appropriately serve the diversity of immigrants in key areas of New York.

- Excellent and fluent verbal and writing skills in English;
- Excellent and fluent verbal and writing skills in a second targeted language (second targeted language may be any one of the following: Spanish, French, Arabic, Mandarin, Cantonese, or one of the Slavic languages);
- You will be tested for fluency during the interview in the second targeted language you identify;
- Excellent organizational skills;
- Excellent interpersonal skills and cultural sensitivity;
- Ability to work in a diverse environment;
- Capacity to work both independently and as a member of a team in a fast-paced



environment;

- Ability to prioritize and manage multiple tasks simultaneously and meet deadlines;
- Strong collaboration and facilitation skills to establish and maintain good relationships with colleagues and external stakeholders.

Reports to:

Senior Staff Attorney

Annual Salary & Benefits: Commensurate with experience, plus health, and vacation benefits

How to apply:

Send cover letter and resume to team@nmcir.org with "Immigration Paralegal – LDF" in the subject line of the email.