

JOB ANNOUNCEMENT

Position: Legal Advocate or Paralegal

Program: Immigrant Rights

Reports to: Immigrant Rights Supervising Attorney

Bargaining Unit: Yes

FLSA: Non-Exempt

Type: Full Time

Position Summary

Centro Legal is seeking a paralegal who believes immigrant rights are human rights and who is committed to advancing social justice through the provision of immigration legal services. This Immigrant Rights Paralegal will work with our Immigrant Rights Team to provide direct legal representation to immigrant clients in a variety of immigration matters, with a focus on humanitarian immigration relief, such as asylum, Special Immigrant Juvenile Status, U visas, as well as adjustment of status, naturalization applications and other protections such as DACA. Therefore, the Immigrant Rights Paralegal will work with attorneys directly representing clients before the U.S. Citizenship and Immigration Services and in Immigration Court. The ideal candidate will have experience in the immigration legal practice and working directly with immigrant clients.

Primary Responsibilities

- Assist immigration attorneys in all aspects of immigration legal representation for qualified individuals;
- Participate in Centro's regular legal intake clinics, conducting screening interviews with potential clients and community members and completing initial legal intakes;
- Work directly with clients to complete necessary paperwork and document collection, develop declarations and other evidence in support of their cases, maintain communication regarding case status, and respond to client communications;
- Manage and coordinate physical and electronic case files, attorneys' correspondence files, etc.;
- Provide Spanish-English interpretation and translation in all aspects of immigration legal representation;
- Prepare USCIS and state court forms and other legal filings for attorney review;
- File legal documents in various courts and agencies in the East Bay and San Francisco (including in-person filing provided it is safe to do so);
- Write letters to companies, institutions, and government agencies to assist clients in obtaining police reports, court records, medical records, and school records (and conduct necessary follow-up as needed); and
- Perform other special projects and other duties as assigned.
- Oversee list of long-pending or dormant cases, under attorney supervision;

Qualifications

First and foremost, the applicant must profoundly share Centro Legal's mission and vision of racial, economic, and social justice. Qualifications include:

- A Bachelor's degree, or associate's degree combined with relevant experience, is required;
- Fluency in Spanish is required;
- Excellent word-processing and computer skills, including knowledge of Microsoft tools such as Word and Excel, Google Suite tools, Adobe, and database software;
- Must be well organized, efficient, highly motivated, able to handle multiple tasks at once, work well under pressure, and take initiative;
- Must have outstanding written, verbal and interpersonal skills, superb attention to detail, and excellent phone manner;
- Ability to work independently as well as within a team;
- Willingness to conduct training and outreach activities in the community;
- Experience working with low-income, immigrant, and monolingual Spanish-speaking communities; and
- Strong commitment to serving low-income and underserved communities, with an ability to relate to and communicate with a broad range of clients and colleagues.
- Additional desired qualifications:
 - Experience in immigration law – removal defense, affirmative family-based, and/or humanitarian forms of immigration relief is preferred.
 - Experience completing USCIS and judicial council forms is preferred.

Compensation

This is a full time non- exempt position that is competitive and commensurate with experience ranging from \$29.90-\$34.42.

Benefits and Perks

We offer a competitive and comprehensive benefits package to include: medical, dental, vision, long-term disability and life insurance.

- Medical coverage (Kaiser) will be provided at Centro Legal's expense covering 100%, and 50% for dependents, spouses, and partners. Our alternative health plans with United Health Care at an additional premium cost.
- Additional Benefits include: Health Care FSA, Dependent Care FSA, commuter benefits, pet insurance, and Employee Assistance Plan.
- PTO: Vacation: 0-1 year 16 days per year, 1-2 year 18 days per year, Over 2 years 23 days per year, (1) paid wellness days per month, 12 sick days per year.
- Office Closure: 12 holidays + Winter break is 8 work days, to include the period from December 24th through January 1st
- 4 Day Workweek Pilot through December. During the pilot Centro's operating hours are Monday - Thursday, 9am-5pm.

To Apply

Review of applications will begin immediately and continue until the position is filled. Applicants should apply without delay. To apply, send a brief cover letter, resume, and list of three professional references by email to jobs@centrolegal.org, with the subject line, **"Immigrant Rights Advocate/Paralegal."**

POSITION OPEN UNTIL FILLED

About Centro Legal de la Raza and the Immigrants' Rights Team

Since 1969, Centro Legal has worked to protect and advance the rights of low-income, immigrant, Black, and Latinx communities through bilingual legal representation, education, and advocacy. We combine quality legal services with know-your-rights education, affirmative litigation, and youth development, to ensure access to justice for thousands of individuals and families each year throughout Northern and Central California. Our legal practices take on challenging cases and fight for our clients passionately, with the hope that everyone feels heard and represented in the midst of our turbulent justice system.

Centro Legal's Immigrants' Rights Team believes in building people power and creating long-lasting sustainable change by standing in solidarity with our clients, centering their voices and their stories, and advocating for systemic change to fix a broken immigration system. We simultaneously seek to realize this vision internally by building a legal team whose practices reflect the organization's values of empowerment, inclusion, integrity, compassion and justice.

Centro's immigration practice includes comprehensive, full-service direct representation before the U.S. Citizenship and Immigration Services and the immigration courts, as well as in district court and the Ninth Circuit federal court of appeals. Centro also participates in impact litigation efforts, legal rights education, and local and national advocacy. We focus on serving the needs of our most vulnerable community members, including families living in poverty, long residing undocumented immigrants and families, youth, LGBTQ immigrants, victims of violent crimes, asylum seekers, and detained individuals in removal proceedings. Our services range from detained and non-detained removal defense, cases involving the intersection of immigration and criminal law, asylum and other humanitarian relief, as well as family-based immigration and naturalization.

Diversity Statement

Centro Legal is an equal employment opportunity employer and shall not discriminate on the basis of race, color, religious creed, sex (including pregnancy), gender, national origin, ethnicity, ancestry, citizenship, age, medical condition including genetic characteristics, mental or physical disability, service in the uniformed services or veteran status, marital status, family responsibilities, caregiver status, sexual orientation, gender identity (including transgender status), gender expression, weight, height, linguistic characteristics (such as accent and limited English proficiency where not substantially job-related), citizenship status, status as a victim of domestic violence, sexual assault, or

stalking, HIV/AIDs status, conviction/incarceration history (subject to any requirements, exceptions or limitations provided for in the Fair Chance Act or other applicable federal, state, and local law), political affiliation, Union activity, or any other basis prohibited by law. Centro Legal also prohibits discrimination based on a perception that an individual has any of the characteristics of the protected classes listed above, and further prohibits discrimination against an individual who is associated with a person who has, or is perceived to have, any of those characteristics.