

JOB DESCRIPTION

Position: Fellow Paralegal – Immigrants’ Rights

Reports to: Supervising Attorney or OLAP Representative; or Directing Attorney

Assignment length: Two years (with efforts to secure continued funding)

Bargaining Unit: Yes

FLSA: Non Exempt

Type: Full time

Language Requirement: Spanish fluency required

Position Summary

Centro Legal’s Immigrants’ Rights practice provides deportation defense and affirmative immigration legal services to some of our most marginalized community members, including individuals facing the risk of detention or deportation, families living in poverty, unaccompanied minors, survivors of violent crimes, and survivors of domestic and sexual violence. We offer comprehensive, full-service direct representation to our clients before the immigration courts, USCIS, and federal and state courts, as well as provide know-your-rights education and limited-scope legal services through clinics and workshops. We specialize in removal defense with a heavy emphasis on asylum, Special Immigrant Juvenile Status (SIJS), habeas petitions and release advocacy, and U visas for survivors of violent crimes. We are seeking a two-year legal advocate or paralegal to support and enhance our provision of legal services and education as we continue to advocate zealously in the face of the federal government’s attacks on immigrant communities.

Primary Responsibilities:

- Assist immigration practitioners in all aspects of immigration legal representation, including preparing legal documents for practitioners’ review, handling administrative tasks on immigration legal cases; and maintaining accurate and complete client records, both in case management database and physical and electronic client files;
- Work directly with clients and community members to: conduct initial legal intakes, 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;
- Participate in and coordinate immigration legal clinics/workshops, including group-based legal clinics in partnership with private law firms; community- and school-based legal consultations; and legal orientations and know-your-rights presentations;
- Engage in volunteer coordination and outreach;
- Provide Spanish-English interpretation and translation as needed; and
- Perform other special projects and other duties as assigned.

Qualifications

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;
- Fluency in Spanish and English;
- Excellent word-processing and computer skills, including knowledge of Microsoft Word and Excel as well as G-suite;
- Must be well organized, efficient, highly motivated, able to handle multiple tasks at once, work well under pressure, and take initiative;
- Strong written, verbal and interpersonal skills, high attention to detail, and excellent phone manner;
- Demonstrated commitment to immigrant justice and to serving low-income immigrant communities;
- Ability to work independently as well as within a team;
- Willingness to participate in training and outreach activities across Alameda and Contra Costa counties; and
- Preferred:
 - Experience working with immigrant communities in an immigration legal setting, including experience working with asylum seekers, unaccompanied minors, and/or Indigenous language-speaking immigrants;
 - Experience working with individuals in crisis or who are recent trauma survivors; and
 - Experience using Salesforce-based or other client case management system.

Compensation

The salary range for this position is \$29.90–\$33.41 per hour, commensurate with experience..

Benefits and Perks

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

- Centro Legal provides 100% employer-paid Kaiser medical coverage for employees, and 50% coverage for dependents, spouses, and partners. Alternative plans through UnitedHealthcare and Kaiser are also available 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 + 8 work days, to include the period from December 24th through January 1st
- 4 Day Workweek Pilot: during the pilot Centro's operating hours are Monday - Thursday, 9am-5pm.

COVID 19 Policy

Centro Legal requires all employees to comply with current state and local public health guidelines. Proof of vaccination may be required, with accommodations for medical or religious reasons.

Working Conditions

- Hybrid working environment, including regular in-person attendance at events
- Prolonged periods of desk and computer work, frequent communication by phone, email, video, and

in person, with occasional lifting of up to 20 lbs such as files or office supplies.

- Standard business hours with occasional evenings required to support clinics, hearings, and community events.

To Apply

Review of applications will begin immediately and continue until the position is filled. Applicants are encouraged to apply as soon as possible. Submit via email only: 1) cover letter, 2) resume, and 3) a list of three professional references. **Include “Fellow Paralegal – Immigrants’ Rights ” in the subject line.** Please email application materials directly to jobs@centrolegal.org

POSITION OPEN UNTIL FILLED

About Centro Legal de la Raza

Founded in 1969 and headquartered in Oakland, California, Centro Legal de la Raza (Centro Legal) is a comprehensive legal services and advocacy organization protecting and advancing the rights of immigrant, low-income, and Latino communities through bilingual representation, education, and advocacy. We combine quality legal services with know-your-rights education, affirmative litigation, and youth development, ensuring access to justice for thousands of individuals and families each year throughout Northern and Central California.

For more information, visit our website: <https://centrolegal.org/>

Diversity Statement

Centro Legal’s mission includes advancing social, economic and racial justice. We are committed to fostering, cultivating and preserving a culture of equity, diversity and inclusion within and ensuring a workplace where all staff can flourish and grow professionally and well beyond. Our staff are the most important part of our ability to achieve our mission. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities and talent that our employees invest in their work represents a significant part of not only our culture, but our reputation, sustainability and our organization’s success. Centro Legal is an equal employment opportunity employer and does not discriminate on the basis of race, color, religious creed, sex, pregnancy), gender, national origin, ancestry, citizenship, age, medical condition including genetic characteristics, mental or physical disability, military 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, or any other basis prohibited by law. Centro 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.