

Immigration Paralegal

The Immigration Paralegal will assist the Immigration Attorney and DOJ Accredited Representative by providing clerical and research support services including document preparation and review, interviewing clients and witnesses, research, investigations, fact checking, and hearing/trial preparation.

The Immigration Paralegal reports directly to the Director of Immigration.

Related Responsibilities:

- Maintain and ensure data integrity within the standards set by organization, both internal and external.
- Conduct interviews with clients and summarize or log the results of these interviews.
- Assist clients in data gathering as relates to immigration applications.
- Research and analyze statutes, regulations, and case law; synthesize into written summaries.
- Prepare country conditions research for asylum cases.
- Prepare applications, supporting documentation, affidavits, letters and/or legal pleadings.
- Review, analyze, and present cases to the supervisor.
- Assist attorneys and representatives with client preparation for interviews and hearings.
- Track individual cases and outcomes, enter relevant data in file management and funding reporting systems, and updates clients on developments.
- Remain current on immigration law, policies, and procedures.
- Maintain complete, thorough, accurate, and current records in an organized fashion in accordance with legal standards, rules, and ethics.
- Ensure the accuracy, substance, and timeliness of statistical and narrative reports, projects, schedules, and other relevant work products.
- Preserve client confidentiality; flag and avoid conflicts of interest according to organizational policies and the ethical standards required of the legal profession.

- Obtain and maintain necessary cultural and language skills.
- Conduct workshops on topics related to the scope of SCN's Immigration work.
- Sort and file Immigration department mail.
- Act as interpreter USCIS applications, where possible.
- Act as certified translator for accompanying documents, where possible.
- Supervise SCN immigration interns.
- Other duties may be assigned.

Qualifications:

- Associate degree in Paralegal Studies or related field required; Bachelor's degree in Paralegal Studies or related field preferred
- Understanding of Middle Eastern culture / Arabic speaking is a plus.
- Strong interpersonal with the demonstrated ability to engage with the client base.
- Commitment to social justice and basic understanding of issues affecting refugees.
- Some related experience working in the immigration legal field and/or refugee services preferred.
- Knowledge of Salesforce, Google Products, Microsoft Office preferred.

Salary:

\$42,000-\$45,000

This position is not exempt from overtime.

Benefits:

- Half Day Friday's
- Generous PTO
- Simple IRA Enrollment with Employer Contribution
- Medical, Dental and Term Life Insurance
- Hybrid Work Schedule

To Apply:

Please email our Director of Operations, Maya Atassi at maya@syriancommunitynetwork.org with your resume.