



## **JOB ANNOUNCEMENT**

### **PARALEGAL - IMMIGRATION UNIT**

Catholic Migration Services (“CMS”), a nonprofit provider of legal services for low and moderate income residents of Queens and Brooklyn, is seeking a full-time paralegal for our Immigration Unit.

The paralegal will work with our Removal Defense Project (RDP) attorneys and other staff to support their work in representing individuals before the Executive Office for Immigration Review, United States Citizenship and Immigration Services, and Family Court. The RDP team currently consists of nine attorneys. This is for a full-time position based in our Brooklyn office (subject to remote work due to COVID-19), but the paralegal may be required to work from our Queens office periodically. Travel to other locations within New York City also may occur periodically. The paralegal will report to the Managing Attorney of the Immigration Unit and the Supervising Attorney of the RDP.

The successful applicant, upon consultation with, and approval from, the Immigration Managing Attorney and the RDP Supervising Attorney, may be able to pursue partial accreditation with the Department of Justice’s Office of Legal Access Programs.

#### **Essential Duties and Responsibilities:**

- Preparing immigration applications, affidavits and other supporting documents under attorney supervision;
- Copying, scanning, and otherwise assisting in the preparation of client application packages for relief from removal, and immigration benefits;
- Conducting interviews with clients and their family to gather information, including to prepare draft declarations and letters of support under attorney supervision;
- Retrieving records such as birth certificates, criminal histories, tax records, and medical records;
- Organizing and maintaining files;
- Maintaining information in LLX-our case management system;
- Submitting court and USCIS filings;
- Conducting country conditions and other factual research;
- Manage caseload and maintain client files in good working order. Maintain and update case list and client and case information in case management database;
- Participate in CMS staff meeting and case reviews;
- Assist in outreach and educational events; and

- Providing additional support as needed.

**Qualifications:**

- Bachelor's degree required;
- Prior or related experience preferred;
- Demonstrated commitment to public interest and social justice work;
- Excellent written and oral communication skills;
- Fluency in written and oral Spanish preferred but fluency in other languages will be considered;
- Ability to multitask effectively and work well under pressure while adhering to deadlines;
- Ability to communicate effectively with people from various backgrounds and experiences;
- Excellent organizational and time-management skills;
- Basic computer skills;
- Demonstrated ability to take initiative and work independently; and
- Ability to work as part of a team.

**Application Instructions:**

Applications will be accepted immediately and will be considered on a rolling basis. Interested applicants should send a cover letter, resume, list of two professional references and a writing sample to: Alexandra M. Goncalves Pena, Managing Attorney at [agoncalves-pena@catholicmigration.org](mailto:agoncalves-pena@catholicmigration.org). Please include "Immigration Paralegal" in the subject line.

**Diversity and Non-Discrimination Policy:**

Catholic Migration Services values workplace diversity and welcomes applicants and employees of all backgrounds. Catholic Migration Services makes all employment decisions without regard to any applicant's or employee's protected characteristics, including their race, religion, color, national origin, immigration status, age, disability, sexual orientation, gender identity, arrest conviction record, or marital status.