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JOB NOTICE

BILINGUAL PARALEGAL ADVOCATE *Fingerprint Project for Sponsors of Unaccompanied Minors*

Full Time Position Available
Posted May 2021: Open Until Filled

Charlotte Center for Legal Advocacy, a non-profit provider of civil legal assistance to low-income persons in the Charlotte region, seeks a Full-Time Paralegal Advocate for its Immigrant Justice Program (“IJP”). The selected candidate will work primarily in the Fingerprint Project, which sponsors the reunification of immigrant minors in detention with parents or other family members. The selected candidate will also assist IJP attorneys in providing outreach, education, legal advice and representation to immigrants in immigration, landlord-tenant and domestic violence matters.

Responsibilities will include:

- Schedule prospective custodians for appointments;
- Compile paperwork for immigrant families to ensure they have all necessary documents required to be fingerprinted;
- Help clients fill out family reunification paperwork and answers questions families have about fingerprint process;
- Fingerprint clients using digital system;
- Complete data entry in internal and web-based systems for persons fingerprinted;
- Translate written documents from Spanish into English for immigration, domestic violence and landlord-tenant clients represented by IJP attorneys;
- Interpret for Spanish-speaking immigration, domestic violence and landlord-tenant clients represented by IJP attorneys; and,
- Other tasks as directed.

Qualifications:

- Two-year or four-year college degree or equivalent training or experience;
- Paralegal certification or equivalent experience desired but not required;
- Experience working with low-income individuals and/or immigrants;
- ***Spanish fluency is required.***
- Proficiency in MS Office, including Word, Excel, Power Point and Adobe PDF professional;
- Ability to work independently and in a team environment; and
- Ability to effectively collaborate with co-workers and clients in virtual, face to face, and meeting settings.
- Upon acceptance of an offer of employment, Applicant will be required to undergo a background investigation conducted by the U.S. Office of Personnel Management (“OPM”). A failure to receive certification from the OPM will result in termination of employment.

Start Date

Position Available beginning May 17, 2021.

Classification

The position is classified as paralegal-advocate on the Charlotte Center for Legal Advocacy salary scales. Full time, annual salary \$34,500+ (depending on experience); generous leave and benefits.

To Apply send all of the following:

- a *detailed letter explaining your qualifications for and interest in this specific position and organization*, describe qualifications for this program, experience with low-income individuals, Spanish language proficiency, full or part-time interest and availability, and other relevant information;
- Resume;
- Writing sample;
- Names and telephone numbers of three references to: Administrative Manager, Charlotte Center for Legal Advocacy, by email to careers@charlottelegaladvocacy.org or by mail to 1431 Elizabeth Avenue, Charlotte, NC, 28204, *email is preferred*. Form letters and inquiries not containing this information *will not be considered*.

Equal opportunity employer.

Veterans, women, minorities and disabled persons are encouraged to apply.



Immigrant Justice Program

MISSION. The mission of the Immigrant Justice Program is to protect low-income, non-English-speaking Hispanic residents and immigrants from all nations from exploitation, to ensure accessibility of public services, to stabilize the immigration status of clients, and to provide remedies despite barriers to redress.

The program provides individual advice and representation to low-income immigrants before state and federal courts, administrative agencies and legislative bodies; conducts community legal education programs; educates community agencies concerning the legal rights of immigrants; and assists those agencies in serving the needs of immigrants.

PROJECTS:

- **Safe Child Immigrant Project:** assist unaccompanied immigrant children in removal proceedings in the Charlotte Immigration Court.
- **Legal Orientation Program for Custodians:** provide outreach, information and education to potential custodians of unaccompanied children who are in immigration removal proceedings.
- **Safe Release Support Project:** provide fingerprint services to potential custodians of unaccompanied immigrant children and provide ORR/DUCS Family Reunification Packet counseling to custodians.
- **Carolina Partnership for Immigrant Families Project:** provide removal defense representation and related services to immigrants in our community in collaboration with the Hispanic Federation, the Latin American Coalition and Action NC

CASE TYPES:

- **Family law:** domestic violence, child custody where child is in danger
- **Housing law:** habitability, preventing discrimination, defending evictions
- **Immigration law:**
 - Assistance for domestic violence victims:
 - VAWA petitions
 - Cancellation of removal
 - U and T visas
 - Gender-based asylum claims
 - Removal defense
 - Affirmative and defensive asylum claims
 - Special Immigrant Juvenile Status
 - Cancellation of Removal
 - Deferred Action for Childhood Arrivals (DACA) applications
 - U and T visas for victims of trafficking and violent crimes
 - Temporary Protected Status
 - Prosecutorial Discretion
 - Limited Family-based applications, including Consular Processing