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JOB NOTICE

BILINGUAL PARALEGAL ADVOCATE *Immigrant Justice Program*

Full Time Position Available
Posted June 2022: 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"). Paralegal Advocates participate in all IJP projects and may be reassigned as necessary. The initial primary assignments for this position will be the Legal Orientation Program for Custodians Program, the Fingerprint Project and the self-help desk at the Charlotte Immigration Court.

Projects will include:

- (1) providing information to minor immigrants and their parents and other family members who sponsor them with information helpful to navigating immigration court;
- (2) manning help desk in immigration court and providing administrative assistance to facilitate pro bono immigrant eligibility consults with private and non-profit immigration attorneys;
- (3) the Safe Release Program, which assists in reunifying immigrant minors in detention with sponsors and includes the fingerprinting of sponsors; and

Responsibilities will include:

- Scheduling prospective custodians for appointments and assisting with necessary paperwork and data entry;
- Fingerprint clients using digital system;
- Assist with intake and screening of new landlord-tenant and domestic violence clients;
- Assist in the preparation of rental assistance applications;
- 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 criminal background check, tuberculosis screening, and screening for child abuse and neglect. Receiving clearance on all of these screens is required for employment in this position.

Start Date

Position Available beginning June 15, 2022.

Classification

The position is classified as paralegal-advocate on the Charlotte Center for Legal Advocacy salary scales. Full time, annual salary \$37,000+ (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, and other relevant information;*
- Resume;
- 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 P.O. Box 25558, Charlotte, NC 28229, *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.

CASE TYPES:

- **Domestic violence:** restraining orders, immigration relief
- **Housing law:** defending evictions, habitability, preventing discrimination
- **Immigration law:**
 - Affirmative relief through Asylum and Special Immigrant Juvenile Status
 - Removal defense including the assertion of claims for affirmative immigration relief as defense to removal, including:
 - Asylum,
 - Special immigrant juvenile status,
 - U and T Visas,
 - Family-based petitions,
 - Cancellation of removal and
 - Prosecutorial discretion
 - Deferred Action for Childhood Arrivals