



**charlotte center
for legal advocacy**

justice lives here.

5535 Albemarle Road
Charlotte, NC 28212
Telephone: (704) 376-1600
Fax: (704) 376-8627

Co-Director, Paralegal Manager Immigrant Justice Program

Full-Time

WHO WE ARE:

Charlotte Center for Legal Advocacy is a 501(c)(3) law firm, established in 1967, that has worked closely with the private bar and other statewide and national partners to provide comprehensive civil legal services for our region's low-income residents. Our nationally recognized Immigrant Justice Program advocates protect low-income, non-English-speaking, Latinx residents and immigrants of other national origins from exploitation and ensure that vital services are offered to vulnerable families under the law through a combination of advocacy work, individual representation, and community outreach. www.CharlotteLegalAdvocacy.org.

ROLE:

The co-director is responsible for overseeing and guiding the strategic direction of the Immigrant Justice Program, ensuring effective legal advocacy and support for immigrant communities. The co-directors work in tandem to manage the Immigrant Justice Team of attorneys, paralegals, and support personnel. It is anticipated that one co-director will be an attorney and one a non-attorney.

The paralegal manager is to lead and manage the paralegal team, volunteers, and other support staff, ensuring efficient support for attorneys and effective case management.

CO-DIRECTOR RESPONSIBILITIES:

- Develop and implement strategies to advance immigrant rights and justice.
- Lead and manage the program team, ensuring effective coordination and collaboration.
- Oversee case management and legal representation for immigrants.
- Foster relationships with community organizations, government agencies, and other stakeholders.
- Ensure compliance with legal standards and organizational policies.
- Monitor and evaluate the program's impact and effectiveness.
- Advocate for policy changes and engage in public speaking and media relations.

PARALEGAL MANAGER RESPONSIBILITIES

- Supervise and coordinate the work of paralegals.
- Train and mentor paralegal staff.
- Oversee case preparation, document management, and research.
- Liaise between attorneys, clients, and other parties.
- Implement and maintain case management systems.
- Ensure adherence to legal procedures and organizational policies.

KNOWLEDGE AND SKILL REQUIREMENTS:

- Bachelor's degree or equivalent paralegal certification.
- Proven experience as a paralegal, with supervisory experience preferred.
- Strong organizational and communication skills.
- Knowledge of legal research techniques and software.

WORK SCHEDULE:

Charlotte Center for Legal Advocacy supports a hybrid work schedule with core work hours, Monday - Friday, 8:30 am - 5:00 pm.

SALARY:

This position is a full-time, salary, exempt position. The starting salary is \$74,683 and could vary depending upon experience and skills.

BENEFITS:

The Charlotte Center for Legal Advocacy offers a generous leave and benefits package, including medical, dental, and vision coverage at 100% for employees, 22 paid days of General Leave, 12 paid holidays, and 100% employer-paid professional liability.

REASONABLE ACCOMMODATION:

Charlotte Center for Legal Advocacy (CCLA) is committed to the full inclusion of all qualified individuals. As part of this commitment, it is the policy of CCLA to provide reasonable accommodation when requested by a qualified applicant or employee with a disability, unless such accommodation would cause undue hardship. The policy regarding requests for reasonable accommodation applies to all aspects of employment, including the application process. If reasonable accommodation is needed, please contact Julia Lanham at julia.lanham@charlottelegaladvocacy.org.

EQUAL OPPORTUNITY EMPLOYER:

Charlotte Center for Legal Advocacy provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of reemployment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

APPLY:

Applicants should send a resume and cover letter to careers@charlottelegaladvocacy.org. Please note the position for which you are applying in the subject line. This position is open until filled.