



**charlotte center  
for legal advocacy**

justice lives here.

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# Immigration Paralegal-Advocate

Full-Time

## WHO WE ARE:

Charlotte Center for Legal Advocacy, a nonprofit provider of civil legal assistance to low-income persons in the Charlotte area, seeks a paralegal-advocate for its Immigrant Justice Program (IJP) to support the existing Immigrant Justice Program's staff and programs. More information about the Advocacy Center can be found on our website: [CharlotteLegalAdvocacy.org](http://CharlotteLegalAdvocacy.org).

## ROLE:

The paralegal-advocate will assist low-income individuals through various case support tasks in coordination with our existing support staff and attorneys. Paralegals are responsible for conducting client intakes, legal research, preparation of immigration forms to USCIS, EOIR, and ICE, drafting affidavits, maintaining accurate files and data, hearing preparation, handling referrals, and other related program duties. We also expect the ideal candidate to be a team player and assume a supportive role in the Global Refugee Program (fingerprinting custodians of children detained at the border and entering data into APRICOT) and LOPC (Legal Orientation Program for Custodians of unaccompanied children in removal proceedings). They also help attorneys and fellow paralegals in coordinating and staffing the Pro Bono Room in Charlotte's Immigration Court and in helping survivors of abuse prepare for their hearings to obtain Domestic Violence Protective Orders in District Court.

## RESPONSIBILITIES:

- Work closely with a diverse array of individuals, including attorneys, paralegals, clients, government agencies, and community partners
- Develop a strong working knowledge of immigration law and familiarity with other community resources available for low-income individuals
- Screen and interview individuals for eligibility of our services, determining whether individuals cases meet case acceptance criteria in a timely and prompt manner
- Under the supervision of a licensed attorney, provide orientation and brief services during intake interview
- Assist attorneys in specific cases including maintaining contact with client, interviewing witnesses, case investigation, legal research, record requests, interpreting, translations, and drafting legal documents
- Assist attorneys in keeping client contact information current
- Actively and efficiently manage caseload alongside the attorney

The paralegal-advocate will complete the required training to conduct fingerprints and provide legal orientations for sponsors of unaccompanied children. The training will require the paralegal-advocate to undergo an FBI criminal record check. In addition to these obligations, the paralegal role is also responsible for staffing the Pro Bono Room in Charlotte Immigration Court a maximum of two days a week (Tuesday and Wednesday from 8:30 am – 12:00 pm).

### **KNOWLEDGE AND SKILL REQUIREMENTS:**

Qualifications include a bachelor's degree, or associate's degree and equivalent experience; paralegal certification or equivalent experience is a plus; commitment, experience and/or desire to work with diverse low-income populations; ability to identify client's needs quickly and accurately; excellent oral and written communication skills; detail-oriented; adaptability; able to handle ample client communication; self-motivated and dependable; exceptional organizational skills; experience with entering and tracking information in electronic formats; proficient in Microsoft Suite; proficient in Adobe; experience and familiarity with drafting forms for USCIS, EOIR, and ICE is a plus; and a commitment to the Advocacy Center's mission and vision. Spanish proficiency required.

### **REPORTS TO:**

The Paralegal reports to the Co-Directors and Attorneys.

### **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, non-exempt position. The annual salary range begins at \$41,580 and may vary depending upon experience and skills.

### **BENEFITS:**

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, 10 paid holidays (15 holiday days), and 100% employer-paid professional liability.

### **REASONABLE ACCOMMODATION:**

Charlotte Center for Legal Advocacy is committed to the full inclusion of all qualified individuals. As part of this commitment, it is the policy of the Advocacy Center 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 Steve Cathcart at [steve.cathcart@charlottelegaladvocacy.org](mailto:steve.cathcart@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 submit a cover letter and resume to [careers@charlottelegaladvocacy.org](mailto:careers@charlottelegaladvocacy.org). Please note the position for which you are applying in the subject line.