

## BILINGUAL IMMIGRATION PARALEGAL

### Legal Aid Justice Center

#### Richmond or Charlottesville or Falls Church

##### About the Legal Aid Justice Center

The Legal Aid Justice Center is a nationally recognized nonprofit organization that partners with communities and clients to achieve justice by dismantling the systems that create and perpetuate poverty. Justice means racial justice, economic justice, and social justice. From its offices in Charlottesville, Richmond, Petersburg, and Falls Church, LAJC is a fierce advocate for low-income clients and communities in Virginia. Just in the past year, we permanently repealed Virginia's driver's license suspension for court debt scheme, secured an injunction slashing the number of immigrants detained by ICE at the largest detention center in the Mid-Atlantic and passed a law giving Virginia oversight authority, won the nation's first COVID-specific, statewide, and enforceable workplace safety standards, passed legislation enabling communities to set up civilian oversight for law enforcement, and decriminalized school-based disorderly conduct, which was a leading contributor to the school-to-prison pipeline, especially for Black girls.

Founded in 1967, LAJC provides services under four key program areas: Civil Rights & Racial Justice, Economic Justice, Youth Justice, and Immigrant Advocacy. LAJC boldly tackles issues of systemic injustice and aims to raise public and policymaker awareness of some of the most pressing challenges facing low-income Virginia residents. For more information, visit [www.justice4all.org](http://www.justice4all.org).

##### About the Position

Legal Aid Justice Center seeks a Bilingual (Spanish-English) Immigration Paralegal to support immigration attorneys in our Richmond, Charlottesville, and Falls Church offices. Our practice focuses on removal defense but does include some ancillary affirmative benefits work. The position is available in any of the three offices but will support attorneys in the other two offices remotely.

##### Job Duties

- Interviewing and responding to client inquiries and potential clients
- Assisting clients in developing supporting evidence for immigration applications, including preparing affidavits
- Preparing USCIS forms (e.g. I-765, I-360, I-589, I-485, I-821D, I-918)
- Compiling submissions for USCIS and the immigration court
- Occasionally assisting clients with related benefits and issues, such as applying for a driver's license
- Post-pandemic, the position will require occasional trips to the Virginia ICE detention centers to interview detained clients.

##### Required Qualifications

- Strong commitment to social, economic, and racial justice
- Strong commitment to immigrants' rights
- Experience working directly with immigrant community members
- A sufficient level of Spanish fluency to interview clients in Spanish without the assistance of an interpreter
- An ability to multi-task and balance a variety of responsibilities

**Preferred Qualifications**

- Experience as a legal assistant or paralegal at a law office or legal services provider, preferably focusing on immigration

**Location**

This role can be based in our Richmond, Charlottesville, or Falls Church offices. Occasional travel between offices will be required.

**Application Deadline**

September 2, 2021. We accept applications on a rolling basis and encourage candidates to apply as soon as possible.

**Salary**

Salary range is \$40,000 to \$60,000 in Richmond and Charlottesville or \$44,800 to \$67,200 in Falls Church based on years of relevant experience and LAJC's formal salary scale.

**Benefits**

Our mission is compelling, and our team members are passionate about their work, and so we recognize the need to provide generous benefits and encourage rest and a healthy work environment. For example, we provide:

- Generous paid time off every year, including 3 to 6 weeks of vacation, 12 days of health leave, 6 weeks parental leave, and 14 holidays (not including bonus holidays/rest days allocated as needed)
- 100% employer paid health, dental, and vision insurance, plus excellent family insurance with annual max of \$2,400 premium contribution to LAJC-sponsored health plan
- 403(b) retirement plan with 4% employer contribution (no required match)
- Strong commitment to professional development
- Full mileage reimbursement at IRS rates
- Relocation package

**Application Instructions**

Email a cover letter, resume, and three references to Simon Sandoval-Moshenberg at [hire@justice4all.org](mailto:hire@justice4all.org). If you're able, please submit your application as a single PDF titled "[date submitted in yyyy.mm.dd format][last name][first name][position sought]." Please include "[**your preferred location**] Bilingual Immigration Paralegal" in the email subject.

*The Legal Aid Justice Center is an equal opportunity employer, committed to inclusive hiring and dedicated to diversity in our work and staff. We strongly encourage candidates of all identities, experiences, and communities to apply. The Legal Aid Justice Center is committed to strengthening the voices of our low-income clients, working in collaboration with community partners, and rooting out the inequities that keep people in poverty. We strive to take on the issues that have broad impact on our client communities and to be responsive to client input. Recognizing the particular impact of racism on our clients and staff, we devote special attention to dismantling racial injustice. All applicants must be dedicated to working in and sustaining an environment that enables staff and clients to feel empowered, valued, respected, and safe. In reviewing applications, we look for evidence that applicants have experience and/or thoughtfulness in working with traditionally marginalized populations.*