



# CARECEN

LATINO RESOURCE AND JUSTICE CENTER

*Strengthening the Latino Community in the Washington, D.C. Area*

## **Immigration Legal Assistant Job Announcement**

Since 1981, the Central American Resource Center (CARECEN) has fostered the comprehensive development of the Latino/a/x population in the Washington metropolitan region by providing direct legal services, housing counseling, citizenship education, and community economic development, while promoting grassroots empowerment, civic participation, and human rights advocacy.

CARECEN's Legal Services Program provides low-income immigrants and Latino/as in the Washington metropolitan area with affordable, high-quality immigration law assessment and representation in a wide variety of legal matters, including family-based petitions for adjustment of status and consular processing, citizenship and naturalization, humanitarian relief such as U (visa) nonimmigrant status, green card and work permit renewals for asylum, Deferred Action for Childhood Arrivals (DACA), Temporary Protected Status (TPS), and others. Additionally, CARECEN provides general immigration consultations on a regular basis. This is a full-time position under the supervision of CARECEN's Director of Legal Services.

### **Position Overview:**

CARECEN seeks an Immigration Legal Assistant to support CARECEN's Legal Services Program and assist clients with immigration law-related matters. The Immigration Legal Assistant's essential duties include the following:

- Assist with client interviews, screenings, and consultations in person and over the phone.
- Provide informative, courteous, and thoughtful responses to all clients.
- Anticipate client needs and prepare ahead of time to be responsive to client requests.
- Respond to and track requests for pending client case updates.
- Scan and file client case notices in relevant files.
- Perform accurate and complete data entry in appropriate database as well as management of both electronic and physical files.
- Receive and distribute program mail as appropriate.
- Track and order office supplies, as necessary.
- Attend meetings with partner organizations and take clear and concise notes on plan of action.
- Place calls to local government agencies and other third parties and track follow-up tasks.
- Coordinate and schedule meetings/know-your-rights presentations/community outreach.
- Must be comfortable with public speaking before community members, organizational partners, and funders.
- Recruit, train, and manage volunteers, interns, and pro bono support to ensure that program capacity meets client demand.
- Other duties that pertain to CARECEN's work may be assigned by the Director of Legal Services, immigration paralegals, and/or Management Team.

### **Candidate Qualifications:**

- Bachelor's degree preferred.

- Candidates who have completed an Associate degree, paralegal training, or professional certificate, or have an equivalent combination of training and experience related to the duties of the position are encouraged to apply.
- Minimum of 1-3 years of experience in immigrants' rights advocacy and/or direct legal services.
- Written and verbal fluency in Spanish and English is required. In addition, conversational ability in Amharic, French, or Chinese is a plus.
- Ability to draft, edit, and translate documents from Spanish to English and vice versa.
- Experience serving as a Spanish-English interpreter is a plus.
- Exhibit patience and support clients with low-literacy, developmental disabilities, and/or native speakers of languages other than English and Spanish. Engage Language Line, as appropriate.
- Awareness and sensitivity of the challenges involved in working with limited-English proficient clients.
- Ability to work on multiple projects at the same time and meet deadlines is required.
- Maintain a high level of attention to detail.

Please Note: There is an occasional need to work on weeknights and weekends for outreach activities and to conduct workshops.

**Compensation:**

Salary is dependent upon experience and qualifications. Benefits package includes paid medical and life insurance and generous vacation, holidays and personal/sick-leave.

**To Apply:**

Applicants with professional, volunteer, and/or personal ties to the immigrant and Latino/a communities in the Washington, DC metropolitan area are encouraged to apply.

Those interested should e-mail a cover letter, resume, and list of three professional references to [LegalAssistant@carecencdc.org](mailto:LegalAssistant@carecencdc.org). Please include in the subject line: Immigration Legal Assistant.

No phone calls please. Applicants are encouraged to apply by Wednesday, May 15, 2019 but all applications will be considered on a rolling basis until the position is filled. Only applicants selected for interviews will be contacted.