

Position Title: Immigration Paralegal, Immigration Legal Services Program

Supervisory Relationship: Managing Attorney of Immigration Legal Services Program

Work Location: 1805 S. Ashland Ave, Chicago, Illinois 60608

Organization General Description:

After 28 years and an initial seed capital of \$30,000 from area parishes, The Resurrection Project (TRP) has grown to become a powerful and effective social enterprise that seamlessly blends community development, community organizing, and advocacy with human service delivery to create vibrant, healthier, and involved communities. Our efforts have resulted in leveraging over \$500 million in community investment.

Department Description:

The goal of the Immigration Legal Services Program is to provide direct legal services while engaging clients in advocacy and education and to provide resources for the community to prepare for changes in immigration policy.

Job Duties and Responsibilities:

Direct Services, Case Management, and Data Collection Responsibilities:

- Provide professional and courteous service to clients and potential clients including answering and returning phone calls, case preparation, and case follow-up
- Work with attorneys and DOJ accredited representatives to prepare forms for various case types, mailings to USCIS, and filings to immigration court or the Board of Immigration Appeals
- Maintain comprehensive up-to-date notes of client contact, indicating date, subject matter, and resolution in the client file, per TRP's Immigration Legal Services Program procedures, and notify client of all activity regarding their case in a timely manner.
- Attend and participate in required educational programs and staff meetings.
- Perform other duties as assigned.

Essential Knowledge and Skills:

- Minimum of 2-3 years of experience as an immigration paralegal, handling primarily Removal/Deportation Defense (including Cancellation of Removal and Asylum) and Bond Hearings before Chicago EOIR
- Experience working with both detained and non-detained clients
- Ability to assist attorneys with management of court docket with limited supervision
- Additional experience with family-based immigration, naturalization, greencard renewal, DACA, VAWA, and U-visa cases
- Familiarity with filing requirements for EOIR, BIA, and USCIS
- Ability to work independently
- Ability to work well with people of diverse cultural, educational, and professional backgrounds
- MUST BE BILINGUAL IN ENGLISH AND SPANISH

Special Working Conditions and Demands:

- Willingness to work flexible hours as needed; mostly Monday-Friday
- Some evenings and weekends required.
- Access to a car, valid driver's license and insurance, and ability to travel within the metropolitan area

Position Classification: Full-Time, Exempt

Preparation Date: 08/21/2019

Statement of Equal Opportunity:

The Resurrection Project is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex (including pregnancy), national origin, ancestry, age, marital status, sexual orientation (including gender identity), military status, disability, language (any language use not related to job duties), or any other status protected by applicable federal, state, or local law.

Application Instructions: Please send resume and cover letter by email.

Contact Information Email: trpjobs@resurrectionproject.org