



## **JOB POSTING**

**JOB TITLE:** Paralegal

**SALARY:** \$18.26 – \$22.12 Hourly

CHIRLA offers an excellent benefit package, which includes generous time off, health, dental, vision and 401K plan

**TYPE:** Regular

**REPORTS TO:** Director of Legal Services

**START:** Immediate Opening

**LOCATION:** Orange County Office

## **ORGANIZATION:**

The Coalition for Humane Immigrant Rights (CHIRLA) is a nonprofit organization founded in 1986. CHIRLA is a California leader with national impact made of diverse immigrant families and individuals who act as agents of social change to achieve a world with freedom of mobility, full human rights, and true participatory democracy. CHIRLA organizes and serves individuals, institutions and coalitions to build power, transform public opinions, and change policies to achieve full human, civil and labor rights. Guided by power, love and vision of our community, CHIRLA embraces and drives progressive social change.

## **POSITION:**

The Paralegal will assist CHIRLA Staff Attorneys and DOJ Accredited Representatives provide affirmative immigration services, prepare in the representation of clients in deportation proceedings, and pursue community-based systemic reform and advocacy aimed at reforming unforgiving federal immigration laws. This position requires travel and the use of personal transportation to various surrounding communities to provide legal clinics.

CHIRLA's Legal Services Department provides high quality legal services to low-income immigrant communities. The Staff Attorneys and DOJ Accredited Representatives screen potential clients for relief through our triage system, such as VAWA, U-Visas, Family Petitions, SIJS, Asylum and Naturalization

## **RESPONSIBILITIES AND DUTIES:**

- Assist the attorney(s) in screening potential non-citizens for all potential and available immigration benefits, including citizenship, adjustment of status, Special Immigrant Juvenile Status, and remedies for victims of trafficking and victims of crime;
- Will require travel to various sites to provide legal clinics;
- Assist the attorney(s) on the daily delivery of legal services and case management;
- Assist with immigration clinics as needed including evenings and weekends;
- Prepare for DOJ accreditation;
- Collect client data for grant reporting purposes;
- Provide overall office support, as requested by Supervising Attorney(s);
- Calendar court cases and case deadlines;





- Calendar client meetings;
- Assist clients with filling out applications for relief;
- Translate documents from Spanish into English;
- Prepare filings;
- Assist clients with declarations;
- Assist with development of systems, procedures to more efficiently manage case load and mailings;
- Other duties and responsibilities as necessary.

#### **QUALIFICATIONS:**

- Bachelor Degree preferred;
- General knowledge of immigration law;
- Prior experience completing USCIS forms for applicants;
- Experience providing assistance to clients who are victims of violence;
- Experience conducting client interviews;
- Spanish fluency is required as the job requires extensive legal counseling and representation in the Spanish language;
- Strong oral and written advocacy skills and excellent organizational skills as well as the ability to work and problem-solve under pressure;
- Demonstrated commitment to public service, immigration defense, as well as to working with clients from poor communities;
- Highly self-motivated, creative, takes initiative, ability to learn quickly, flexible and able to work as part of an interdisciplinary team of advocates;
- A high level of integrity and the ability to maintain confidentiality;
- Must be extremely organized and able to work under pressure and within tight deadlines. Must be able to work efficiently and manage multiple projects at once, which may be at different stages of design and execution;
- Strong interpersonal and communication skills;
- Ability to work effectively with a diverse community;
- Must be flexible to work evenings and Saturdays as needed;
- Must have a reliable car and valid driver's license;
- Support CHIRLA's fundraising goals including annual fundraising drive and GALA activities.

To apply, send resume and cover letter to: [jobs@chirla.org](mailto:jobs@chirla.org)  
Subject Line should read: **Paralegal – Orange County Office**

