



## **JOB ANNOUNCEMENT - PARALEGAL, NATURALIZATION TEAM**

Catholic Migration Services (“CMS”), an affiliated agency of Catholic Charities Brooklyn and Queens, provides high quality free legal services, community education, and advocacy for low- income immigrants residing in Brooklyn and Queens, regardless of race, religion, ethnicity, national origin, or immigration status. CMS assists individuals with their immigration, housing, and employment legal needs. CMS is committed to “welcoming the stranger in our midst” by serving and working alongside underserved immigrant communities to advance equality and social justice in an ever-changing landscape.

The Paralegal will focus their work exclusively in our Naturalization Program, a section of our Immigration Unit, and will provide direct services including intake and application assistance to lawful permanent residents seeking to naturalize, or who need other assistance related to the naturalization process. The paralegal would attend immigration trainings with a view to becoming an accredited representative with the US Department of Justice. This is a full-time position in our Queens office. Currently, CMS staff works a hybrid work schedule of three days in the office and two days at home. This is a unique opportunity for someone passionate about immigrant rights and looking for an opportunity to support individuals and families looking to become American citizens.

### **Essential Duties and Responsibilities:**

- Conduct intake and assess eligibility for naturalization, under the supervision of a CMS Department of Justice Accredited Representative;
- Provide direct N-400 naturalization application assistance and ancillary forms, including guidance to doctors on completing form N-648s (medical certification for medical exceptions) for applicants who need it and occasional I-90s (green card renewals);
- Complete N-600 applications and document collection for applicants who derived or acquired citizenship from U.S citizen parent(s);
- Prepare and submit applications to U.S.C.I.S. on behalf of clients, and, once accredited, represent clients throughout the application process including at U.S.C.I.S. interviews;
- Manage caseload and maintain client files in good working order. Maintain and update case list and client and case information in case management database;
- Communicate regularly and in a timely manner with assigned clients and keep clients informed of case status;
- Participate in Catholic Migration Services functions on evenings and weekends, such as legal clinics, educational events, or workshops held at parishes or community based organizations;
- Assist in training and onboarding volunteers;



- Participate in CMS staff meetings and case review;
- Within a year of hire, complete immigration trainings necessary to pursue accreditation with the U.S. Department of Justice; keep up to date with all relevant legal updates.
- Develop, expand, and disseminate educational materials about naturalization for use at community know your rights and education events; and
- Provide additional support as needed.

#### Qualifications:

- Bachelor's degree required;
- Fluency in a second language commonly spoken in New York City required;
- Prior or related immigration experience preferred;
- Demonstrated commitment to public interest and social justice work;
- Excellent written and oral communication skills;
- Ability to multitask effectively and work well under pressure while adhering to deadlines;
- Ability to communicate effectively and sensitively with people from various cultures, backgrounds and experiences;
- Excellent organizational and time-management skills;
- Intermediate computer skills; and
- Demonstrated ability to take initiative and work independently as well as part of a team.

#### Diversity and Non-Discrimination Policy:

Catholic Migration Services values workplace diversity and welcomes applicants and employees of all backgrounds. Catholic Migration Services makes all employment decisions without regard to any applicant's or employee's protected characteristics, including their race, religion, color, national origin, immigration status, age, disability, sexual orientation, gender identity, arrest conviction record, or marital status.

#### Salary and Benefits:

Salary is on a union scale based on years of experience. The salary range for this position with one to five years of experience is \$54,700.00 to \$62,015.64. CMS offers a very competitive benefits package that includes medical, dental, and vision insurance coverage, transit benefits, Flexible Spending Account (FSA) and a 403(b) retirement plan including employer contribution. We offer generous leave policies,



including four weeks paid vacation, four personal days, fourteen paid holidays and the week off between Christmas and New Year's Day, inclusive.

Bargaining Unit Position:

This is a bargaining unit position represented for collective bargaining purposes by the Association of Legal Aid Attorneys, UAW, Local 2325.

Application Instructions:

Applications will be accepted immediately and will be considered on a rolling basis. Interested applicants should send a cover letter, resume, list of two professional references and a writing sample to: Raluca Oncioiu, Managing Attorney of Immigration Unit, at [roncioiu@catholicmigration.org](mailto:roncioiu@catholicmigration.org). Please include "Paralegal, Naturalization Team" in the subject line.