



JOB ANNOUNCEMENT

PARALEGAL - IMMIGRATION UNIT

Catholic Migration Services (“CMS”), a nonprofit provider of legal services for low and moderate income residents of Queens and Brooklyn, is seeking a full-time paralegal for our Immigration Unit.

The paralegal will work with our Removal Defense Project (RDP) attorneys and other staff to support their work in representing individuals before the Executive Office for Immigration Review, United States Citizenship and Immigration Services, and Family Court. The RDP team currently consists of six attorneys. This is for a full-time position in our Brooklyn office, but the paralegal may be required to work from our Queens office periodically. Travel to other locations within New York City also may occur periodically.

Essential Duties and Responsibilities:

- Preparing immigration applications, affidavits and other supporting documents under attorney supervision;
- Copying, scanning, and otherwise assisting in the preparation of client application packages for relief from removal, and immigration benefits;
- Conducting interviews with clients and their family to gather information, including to prepare draft declarations and letters of support under attorney supervision;
- Retrieving records such as birth certificates, criminal histories, tax records, and medical records;
- Organizing and maintaining files;
- Maintaining information in LLX-our case management system;
- Submitting court and USCIS filings;
- Conducting country conditions and other factual research;
- Manage caseload and maintain client files in good working order. Maintain and update case list and client and case information in case management database;
- Participate in CMS staff meeting and case reviews;
- Assist in outreach and educational events; and
- Providing additional support as needed.

Qualifications:

- Bachelor’s degree required;

- Prior or related experience preferred;
- Demonstrated commitment to public interest work;
- Excellent written and oral communication skills;
- Fluency in written and oral Spanish preferred;
- Excellent organizational and time-management skills;
- Basic computer skills;
- Demonstrated ability to take initiative and work independently; and
- Ability to work independently and as part of a team.

CMS is an Equal Opportunity Employer and we welcome candidates from diverse backgrounds. Salary is commensurate with experience. CMS offers a competitive benefits package that includes a pension plan.

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: Sharone Kaufman, Managing Attorney at Skaufman@catholicmigration.org. Please include “Immigration Paralegal” in the subject line.