



## **JOB ANNOUNCEMENT**

### **IMMIGRATION PARALEGAL**

CMS is 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 Immigration Paralegal will work with our immigration program’s Affirmative Team, and will provide direct services to immigrants seeking to obtain immigration benefits, including but not limited to green card renewals, adjustment of status, Deferred Action for Childhood Arrivals (DACA), Temporary Protected Status (TPS), religious visas, family reunification, employment authorization, Special Immigrant Juvenile Status (SIJS), visas for victims of crime and trafficking, Violence Against Women Act (VAWA), etc. The Immigration Paralegal’s work will include intake, outreach, information and referral, and application assistance. The Immigration Paralegal is encouraged to attend immigration trainings with a view to becoming an accredited representative with the US Department of Justice. This is a unique opportunity for someone passionate about immigrant rights and energized to empower immigrant communities.

The Immigration Paralegal will be based in our Sunnyside, Queens office. Currently, CMS staff work a hybrid schedule of three days in the office and two days at home.

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

- Conduct pre-screenings, intake and assess eligibility for immigration benefits, under the supervision of a CMS Supervising Attorney or DOJ Accredited Representative;
- Prepare and submit applications to U.S.C.I.S. on behalf of clients, and follow-up with clients throughout the application process, under the supervision of a CMS Supervising Attorney or DOJ Accredited Representative;
- Copy, scan and otherwise assist in the preparation of client application packages for relief from removal and other immigration benefits;
- Retrieve records for clients such as birth certificates, criminal histories, tax records, medical records, etc.;
- Provide staff of the immigration department with translation and interpretation assistance;
- Manage caseload and maintain client files in good working order. Maintain and update case list and client and case information in case management database;
- Assist clients with access and enrollment in social services benefits;
- Communicate regularly and in a timely manner with assigned clients, keeping them informed of case status;
- Participate in CMS staff meetings and case review;

- Attend immigration trainings, including for the purpose of pursuing accreditation with the U.S. Department of Justice; keep up to date with all relevant legal updates.
- 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; and
- Provide additional support as needed.

**Qualifications:**

- Bachelor's degree required;
- Prior or related immigration experience preferred;
- Demonstrated commitment to public interest work preferred;
- Excellent writing, communication and analytical skills;
- Fluency in a second language required; fluency in written and oral Spanish or Haitian Creole strongly 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.

**Diversity and Non-Discrimination Policy:**

Catholic Migration Services values workplace diversity and welcomes applicants and employees of all backgrounds. CMS strives to create a positive, supportive, and inclusive work environment for all staff. CMS 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 an immigration paralegal with two to seven years of experience is \$49,725 to \$56,355. 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 paid personal days, fourteen paid holidays and the week off between Christmas and New Year's Days, inclusive.

**Union Representation:**

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, and a list of two professional references to Raluca Oncioiu, Immigration Managing Attorney at [roncioiu@catholicmigration.org](mailto:roncioiu@catholicmigration.org).