



## **JOB ANNOUNCEMENT: PARALEGAL, PRO SE PLUS PROJECT**

**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 work in the Brooklyn office with our new *Pro Se Plus Project (PSPP)*, a collaborative initiative of several non-profit legal service providers and community organizations that was developed to respond to the needs of newly arrived migrants from the southern border. PSPP provides support to immigrants representing themselves in immigration cases by providing community legal orientations, trainings for advocates, legal screenings, and pro se assistance with various immigration applications, both on a rolling basis and through scalable clinics and workshops. This is a unique opportunity for someone passionate about immigrant rights, energized to empower immigrant communities, and eager to participate in the development of an innovative project.

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

- Assist in planning, developing and coordinating community legal orientations, volunteer trainings, and clinics;
- Conduct screenings, intake, and information collection regarding eligibility for immigration benefits;
- Prepare a variety of immigration applications and motions, on a pro se basis, including changes of address, motions to change venue, applications for asylum and work permits; file such motions and applications with the immigration court, ICE and USCIS;
- Participate in on-site and virtual PSPP events, which may take place on evenings and weekends, such as legal clinics, educational events, or workshops held throughout the five boroughs;
- Assist with Spanish/English or Haitian Creole/English translation of documents and oral interpretation;
- Assist in training, onboarding, tracking and maintaining communication with PSPP volunteers;
- Maintain physical and electronic files for program participants; monitor the PSPP electronic interest form and PSPP waitlist; assist with internal and external reporting; and
- Provide additional support as needed.

**Qualifications:**

- Required
  - Bachelor's or Associate's degree;
  - Fluency in written and oral Spanish or Haitian Creole; .
  - Experience working with immigrant communities of color, including those who have experienced trauma;
  - Demonstrated ability to take initiative and work independently or as part of a team;
  - Strong, clear, and effective communication skills;
  - Excellent organizational and time management skills;
  - Meticulous attention to detail;
  - Excellent computer skills;
  - Availability to travel throughout the five boroughs.
- Preferred, but not required:
  - Prior or related immigration experience;
  - Demonstrated interest in public interest work and social justice for underserved populations.

**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 one to six years of experience is \$49,939.20 to \$56,181.60. CMS offers a 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, list of two professional references and a writing sample to: Raluca Oncioiu, Managing Attorney at [roncioiu@catholicmigration.org](mailto:roncioiu@catholicmigration.org). Please include “PSPP Paralegal” in the subject line.