



## **IMMIGRATION CASE MANAGER [ENTRY LEVEL]**

**OUR MISSION:** Social Justice Collaborative (SJC) is one of the few 501(c)(3) non-profits with a mission of providing complete removal defense to low-income individuals. SJC was founded in 2012 to fill the gap in legal services being provided in the Bay Area. We provide high quality immigration services at free or substantially below-market rates.

**SUMMARY OF JOB:** SJC is looking to hire a full-time [entry level] immigration case manager in our Berkeley office to join our team of legal staff and attorneys.

### **RESPONSIBILITIES:**

- Manage caseload largely consisting of defensive asylum applications
- Prepare asylum cases for merits hearing, around 4-5 cases per month, including coordinating declaration writing, gathering and translating letters of support, working with psychologists, etc.
- Supervise one or two interns to assist in providing administrative and clerical assistance to you
- Work collaboratively in a team of legal assistants, paralegals, and an attorney
- Interview and coordinate with clients to draft declarations and prepare filings in various types of immigration proceedings
- Perform administrative duties such as enter important cases notes, calendar hearings/CIS interviews, maintain client folders, filing, and enter mail
- Maintain organization for own work flow and clear communication with clients and supervisors
- Other duties as directed by supervisor

### **SKILLS:**

- Fluency in Spanish and English required, written and oral
- 1+ years prior legal experience (*preferred, not required*)
- High School or GED equivalent
- Strong oral and written skills to effectively communicate with clients, witnesses, law enforcement, attorneys, and other professionals
- Passion for working with immigrant populations
- Ability to juggle and prioritize multiple assignments
- Strong attention to detail and organization skills
- Ability to work independently in fast-paced office
- Ability to lift, bend, and carry at least 20 pounds
- Familiarity with standard office machines, Mac computers, multi-user calendars, Microsoft Suite, and some type of case management software

### **COMPENSATION & BENEFITS:**

- \$18-\$19/hour, commensurate with experience
- Generous medical benefits package with high quality health insurance

- Dental, vision, chiropractor, and pet insurance
- Generous PTO and sick-leave, including around 3 weeks of additional paid-time off
- Simple IRA retirement plan, with 2% corporate match

**TO APPLY:**

Send your resume and responses in PDF format to the following two questions to emily [at] socialjusticecollaborative.org with the email subject line “Last Name First Name\_Berkeley Paralegal”. Only applications following this format will be considered. Please do not inquire via phone.

1. Why does the work of this organization matter to you?
2. Share with us an example of when you had to ask for help in a difficult and stressful situation. How did you ask for help and what did you learn from the experience?

*We are an equal opportunity employer/affirmative action employer that provides equal employment opportunities to qualified employees/applicants. We do not discriminate on any basis.*

**POSITION OPEN UNTIL FILLED**