



IMMIGRATION PARALEGAL

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 removal and criminal defense services at substantially below market rates. We pride ourselves on offering a young, collegial and fun atmosphere while we do some of the hardest work for people in the worst times of their lives.

SUMMARY OF JOB

SJC is looking to hire a full-time immigration paralegal who understands our commitment to our clients and our mission. The immigration paralegal will assist staff attorneys in casework, coordination of services, and will work closely with administrative support and interns.

RESPONSIBILITIES

- Handle independent caseload
- Interview clients and draft declarations in various types of immigration proceedings
- Assist attorneys in completing applications for relief
- Monitor upcoming hearings and deadlines
- Prepare simple motions and other court filings
- Provide general administrative support, including copying, scanning, mailing, etc.

SKILLS

- Fluency in Spanish **and** English required, written and oral
- Passion for working with immigrant populations
- Ability to juggle and prioritize multiple assignments
- Strong attention to detail and organization skills
- Excellent communication skills, particularly ability to interface with clients, community partners, colleagues, court and jail personnel, among others
- Ability to work independently in fast-paced office

COMPENSATION: \$14-\$16/hour

TO APPLY: Send your cover letter and resume to jobs@socialjusticecollaborative.org.

POSITION OPEN UNTIL FILLED