

NORTH CAROLINA JUSTICE CENTER

IMMIGRATION PARALEGAL

The North Carolina Justice Center is a progressive research and advocacy organization whose mission is to eliminate poverty in North Carolina by ensuring that every household in the state has access to the resources, services and fair treatment it needs in order to enjoy social and economic security. Our work includes providing legal representation to low-income individuals in immigration proceedings.

The Justice Center seeks an individual with high interest in immigration law and excellent organizational skills to support the work of the Immigrants Legal Assistance Project. The Immigration Paralegal is a full time position that, working cooperatively with a senior paralegal, provides support to three full time immigration attorneys. Job responsibilities include new client intake, general management of clients' files, and helping attorneys on the numerous types of immigration cases. Specifically, the paralegal assists in preparing immigration applications, affidavits, client letters, motions to immigration court, and other necessary documents. Other duties include interpreting for clients and translating documents as needed, responding to client phone calls & information requests, and informing the appropriate attorney.

Qualifications Needed:

- Fluency in Spanish required.
- Proficient in Microsoft Word and Access.
- Strong organizational skills a must; ability to handle a large client caseload.
- Trained and certified Paralegal preferred.

Visit www.ncjustice.org for details and send resume, cover letter and references to Carol McNeely at carol.mcneely@ncjustice.org. The North Carolina Justice Center is an equal opportunity employer.