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**IMMIGRATION PARALEGAL**

Beyond Legal Aid (Beyond) uses its model, "community activism lawyering," to unite lawyers and activists to collaboratively help underserved communities access justice and pursue social change. Through these partnerships, Beyond creates “community activism-law programs” that are community-located, community-operated, and community-directed that provide cost-effective legal services to underserved individual community members and help our activist partners achieve broader social change. Beyond seeks to change not only how the legal aid system operates but also how lawyers and activists work together.

Beyond is seeking an immigration paralegal with genuine interest in connecting the law with grassroots activism and being part of a new legal services model. Beyond’s immigration practice area is experiencing significant growth, so we are seeking an experienced bilingual (English/Spanish) and skilled individual to join our organization.

The ideal candidate must be able to manage complex tasks efficiently; prioritize workload in an extremely time-sensitive field of law; meet strict deadlines; be extremely detail-oriented, flexible, organized, and self-motivated with strong initiative; have a positive attitude; edit their work carefully, and have a professional demeanor. Candidates must be proficient in Microsoft Office and have exposure to case management software. Candidates must be comfortable working independently in a fast-paced environment. They must also be prepared to work some non- traditional hours—evenings and the occasional weekend day—and in non-traditional, multiple locations; in exchange, they are afforded great flexibility in work schedule.

Immigration Paralegal responsibilities will include but not be limited to the following:

• Assist attorneys in the preparation and filing of immigration applications and petitions with government agencies

• Draft legal documents and correspondence for review by supervisor/attorneys

• Directly communicate with community members and partners

• Collect evidence and documentation from community members

• Maintain case files and data entry in a case management database

• Demonstrate familiarity with areas of practice which include Removal Defense, Asylum,  
VAWA, U Visas and family-based visas, Adjustment of Status, and Naturalization.

Beyond staff are unionized, and employment terms are set by a collective bargaining agreement, including a payscale based on experience. Benefits include medical and dental insurance, travel reimbursement, generous paid time off, and coverage of professional fees.

Beyond is an equal opportunity workplace and is committed to working closely and effectively with the communities that we serve. Individuals self-identifying as people of color, LGBTQI, socio-economically diverse, persons with a disability, or as otherwise having backgrounds and experiences underrepresented in the legal profession are highly encouraged to apply.

To apply, send a cover letter, resume, references, and recent writing sample to hiring@beyondlegalaid.org. We will accept applications until the position is filled.

Job Type: Full-time

Pay: $42,000.00 - $59,881.00 per year