



## **JOB ANNOUNCEMENT: IMMIGRATION ADVOCATE/PARALEGAL**

**Office Location: East Palo Alto**

*Applications reviewed on a rolling basis*

Community Legal Services in East Palo Alto (CLSEPA) is a 501(c)(3) non-profit legal services agency. Our mission is to provide transformative legal services that enable diverse communities in East Palo Alto and beyond to achieve a secure and thriving future. CLSEPA specializes in housing, immigration, employment, re-entry and consumer law and combines policy advocacy and impact litigation with direct legal services in order to achieve its mission.

CLSEPA seeks a full-time Immigration Advocate/Paralegal. The Immigration Advocate/Paralegal is responsible for performing intake with new potential clients, filling out basic immigration forms, meeting with clients to gather necessary information, performing written translations and oral interpretation, and assisting attorneys in assembling filings.

### **Essential Duties and Responsibilities**

1. Providing intake and screening for new potential clients, scheduling consultations, and providing referral information.
2. Assist immigration staff attorneys in reviewing, sorting, and logging mail.
3. Provide administrative support to immigration attorneys, including case management, file/database maintenance, and assistance with USCIS and court filings and other litigation-related tasks.
4. Fill out basic immigration forms for clients.
5. Assist with and participate in community outreach and education events.

### **Knowledge, Skills, & Abilities Required**

1. Excellent written and oral communication skills
2. Excellent attention to detail
3. Commitment to serving low-income and under-served communities
4. Ability to relate to and communicate with a broad range of clients and colleagues
5. Values working cooperatively with others, both within the organization and in the community
6. Displays enthusiasm and a willingness to accept responsibility and fulfill job requirements
7. Fluent in Spanish
8. Familiarity with Microsoft Office Suite

**SALARY:** Commensurate with experience. Competitive benefits package.

**APPLICATION:** Please send your resume, cover letter, writing sample, and a list of three references to [jobs@clsepa.org](mailto:jobs@clsepa.org) with "Immigration Advocate Paralegal" in the subject heading. You can also mail your application to: Human Resources, Community Legal Services in East Palo Alto, 1861 Bay Road, East Palo Alto, CA 94303. No calls.

*CLSEPA is an equal opportunity/affirmative action employer that provides equal employment opportunities to all qualified employees/applicants in all of our employment practices without regard to race, religion, color, sex or gender (including gender identity, pregnancy, childbirth, lactation, pregnancy- and childbirth-related medical conditions), sexual orientation, national origin, ancestry, age, uniform-service member/veteran status, marital status, medical condition, physical or mental disability, taking/requesting statutorily protected leave, or any other basis protected by law.*