

September 20, 2019

**Job Announcement – Paralegal/Legal Services Assistant
Immigration Law Project**

Mobilization for Justice (formerly MFY Legal Services), a non-profit legal services organization that provides a wide range of free civil legal services to low-income New Yorkers, is seeking a paralegal/legal services assistant to work with Mobilization for Justice's Immigration Law Project. The candidate will provide a wide-range of legal services for low-income New Yorkers, including assisting immigrants who are seeking citizenship, adjustment of status, replacement of lost or expired green cards, asylum, special immigrant juvenile status, and other benefits.

Responsibilities include, but are not limited to:

- Conducting client interviews in person, on the telephone, and at community-based organizations, sometimes in the evenings;
- Providing advice, counsel and brief services under the supervision of an attorney;
- Assisting individuals in completing relevant applications and forms;
- Advocating for clients with the United States Citizenship and Immigration Services (USCIS), the Executive Office of Immigration Review (EOIR), the Board of Immigration Appeals (BIA), and other government offices;
- Representing clients at application interviews at USCIS offices;
- Representing clients before the Immigration Courts;
- Conducting community outreach and education;
- Creating and updating community educational and training materials; and
- Inputting and maintaining records in case management system.

Requirements:

- College degree;
- One year of experience working on immigration issues;
- Strong organizational skills and ability to manage various responsibilities;
- Excellent writing and communication skills;
- Excellent database and computer skills;
- Willingness to see clients, conduct clinics, and trainings throughout the five boroughs of New York City, sometimes in the evening;
- Ability to work collaboratively yet independently;
- Willingness and ability to become an accredited representative at the Board of Immigration Appeals; and
- Fluency in Spanish, French, Arabic, or a Chinese Dialect.

Paralegal experience a plus.

Salary is pursuant to a collective bargaining agreement with excellent fringe benefits.

Applicants should submit a cover letter, resume and writing sample addressed to Kevin Cremin, Director of Litigation for Disability and Aging Rights, and transmitted by e-mail to

kcremin@mfjlegal.org with “**Legal Services Assistant**” in the subject line. We encourage all applicants to include in their cover letter a statement about how your background or experience might contribute to the diversity and perspective of our office. Please indicate where you saw this ad. Applications must be received by October 7, 2019. Early applications encouraged. No telephone calls please.

For further information about MFJ, please go to www.mobilizationforjustice.org.

MOBILIZATION FOR JUSTICE IS AN EQUAL OPPORTUNITY EMPLOYER. People of color, women, people with disabilities, gay, lesbian, bisexual and transgender people are welcome and encouraged to apply.