Empire Justice Center, a highly respected, statewide legal services organization, is seeking a Bilingual Immigrant Rights Paralegal to join our Immigration Practice Group. This is an opportunity to join one of the most effective organizations serving low-income individuals and families in New York State.

Empire Justice Center attracts and employs dedicated, determined, and passionate advocates who, together, make a significant impact on the lives of low-income New Yorkers. We achieve our successes through direct legal representation and high-impact litigation, legislative and administrative advocacy, and by providing training and technical assistance to other advocates who are working towards the same goals.

With offices in Rochester, Albany, Westchester County, and Long Island, our organization offers staff an exciting and dynamic working environment and a strong commitment to teamwork, diversity, and personal/professional development.

Empire Justice Center is pleased to announce an opening for a full-time Bilingual Immigrant Rights Paralegal for our Immigration Practice Group. The Bilingual Immigrant Rights Paralegal will be a critical member of our growing Immigration Practice Group working on the Victim of Crime Act (VOCA) grant, a position funded by the New York State Office of Victim Services. The primary function of the Bilingual Immigrant Rights Paralegal is to assist and support the Immigration Attorneys in administrative oversight of the project and in all aspects of direct representation in immigration law matters for victims of crimes.

III. **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Scheduling and follow-up of client and related meetings.
- Provide case support and document and data management.
- Maintain the highest standard of ethics and professionalism.
- Arranging and scheduling other language access services, as appropriate.
- Provide quality Spanish/English interpretation and translation as needed.
- Making appropriate referrals as needed for crime victims seeking services not provided by Empire Justice Center.
- Efficiently and accurately conduct administrative tasks associated with the Immigration Attorney's responsibilities.
• If the paralegal is Department of Justice (DOJ) accredited, they will provide direct representation, under attorney supervision, in immigration matters.
• Provide client support and advocacy with other related matters, including but not limited to the filing of Office of Victim Services (OVS) Victim Compensation applications.
• Conducting intake for crime victims seeking legal assistance, being prompt in returning client telephone calls or emails and tracking documents and ensuring case management systems are appropriately utilized and individual case data is up to date on all clients.
• Participating, as requested, in the overall Crime Victims Legal Network (CVLN) and ensuring that all referrals from CVLN are handled promptly and appropriately.
• Participate in immigration law-related training to gain an understanding of basic immigration legal rights and remedies.
• Completing all work in an accurate and timely manner, meeting or exceeding the caseload target required by grant sources.
• Working with community groups, conducting outreach on the availability of services, and helping to develop and distribute community education materials.
• Developing a thorough understanding of the general requirements for grant reporting.
• Actively participating in the overall VOCA-funded and Immigration Practice Group team and the work of the overall Practice Group as assigned and otherwise be an active member of the organization.
• Work well both independently and as a member of a team of attorneys, paralegals, and support staff.
• Timely completion of tasks and assignments while working in the office and/or in a hybrid capacity.
• Work closely with assigned supervisor and participate in regular supervision meetings, work plan development, and management of grant deliverables.
• Other duties and responsibilities as assigned by your supervisor and/or to meet the needs of the organization.

IV. MINIMUM QUALIFICATIONS (Knowledge, Skills, and Abilities)
• Background check required.
• 3 years of related work experience.
• Exceptional recordkeeping and communication skills.
• Bilingual (Spanish/English interpretation and translation).
• Ability to collaborate with immigration attorneys and work as a team.
• Ability to manage immigration inquiries, gather required information and keep clients informed of progress.

V. SALARY
Salary is dependent on years of experience and based on the organizational pay scale. The beginning salary for this position, with 3 years of experience, is $36,904, and the salary for this position, with 14 years of experience, is $51,920.
VI. BENEFITS
We are an organization that supports and encourages a work/life balance. Empire Justice Center offers a generous benefit package including:

❖ Health insurance (employer contribution toward health insurance premiums up to 100%)
❖ Generous vacation, sick, personal and, holiday time.
❖ Bilingual compensation for qualifying employees.
❖ 403(b) eligibility with 1% employer match.
❖ Loan Repayment Assistance Program.
❖ Dental Insurance (employee paid).
❖ Vision Insurance (employee paid).
❖ Generous Bereavement leave.
❖ 35-hour full-time work week.
❖ FSA Eligibility.

Empire Justice Center is an Equal Opportunity/Affirmative Action employer and desires a diverse and inclusive workforce. Empire Justice Center provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age (40 or older), sex (including pregnancy and gender identity), national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

TO APPLY: Applications will be accepted until the position is filled. If interested e-mail a cover letter, resume, writing sample, and contact information for three professional references aware of this application to employment@empirejustice.org.

Please include LI: Immigrant Rts Paralegal, First/Last Name in the subject line of the email. No phone calls or hard copies please.