

**Safe Passage Project**

**Justice AmeriCorps Paralegal**

Safe Passage Project is a nonprofit organization that provides free legal services to immigrant children living in New York. We fundamentally believe no child should face immigration court alone and our team works together to advocate for the fair, compassionate and equal treatment of all immigrant children.

**POSITION SUMMARY:**

The Justice AmeriCorps Full-Time Paralegal will be responsible assisting a team of Justice AmeriCorps fellows and their supervisors on the Long Island Team in Safe Passage Project’s immigration practice. Safe Passage Project represents immigrant youth facing removal or deportation. Safe Passage Project goes to the immigration court on an almost weekly basis to screen and interview young people. Safe Passage Project works with a large pro bono community to also support their representation of immigrant children.

**Responsibilities:**

Work with our Long Island Team of attorneys.

* Translate documents and interpret for meetings and agency interviews.
* Collect and upload screening sheets and client data in database.
* Assist attorneys with scheduling client intakes and making referrals.
* Assist attorneys with immigration and family court litigation.
* Provide case management assistance to fellows and supervisors.
* Assist on screening days in Immigration Court.
* Manage volunteers and undergraduate interns.
* Collect information and maintain database for grant reporting.
* Participate and attend Justice AmeriCorps trainings, events and meetings.
* Perform additional functions and responsibilities as assigned by supervisor.

**Qualifications and Requirements:**

* Spanish language fluency required.
* Minimum of 1 year of paralegal, law clerk, or related advocacy experience in the social services or legal services sector.

Must be willing to work out of both the NYC office in Tribeca (3-4 days per week), and our LI office in Garden City, NY (1-2 days per week).

* Strong written and oral communication skills.

Must have strong proficiency with Microsoft programs (Word, Excel, Power Point, etc.) and Adobe Acrobat Pro.

* Strong database and computer skills (experience with Salesforce preferred).

Must be willing, with training and supervision, to file court papers in NY Family Courts, including in Riverhead, Central Islip, and Westbury NY, as well as Immigration Court in downtown NYC.

* Superior interpersonal skills.
* Experience working with youth and/or immigrant families preferred.
* Excellent organizational, time management and record keeping skills.

Strong Preference for residents of Nassau and Suffolk Counties.

* Strong Preference for those with access to a car and a valid driver’s license.

Must be a team player and ready to grow and learn with the Long Island Team.

**Terms:**

Total living allowance and supplemental benefits commensurate with experience.

* AmeriCorps Living Allowance of $25,060.
* Supplemental benefits for housing, student loans, professional dues, relocation expenses, and other allowable expenses, up to $8,400.
* **Guaranteed compensation totaling $33,460.**

**Other Benefits and Professional Opportunities:**

* Segal Education Award upon successful completion of 1700 hours service prior to March 31, 2018 - up to $5,730, or pro-rated for hours completed.
* Eligibility to place all qualified student loans into forbearance and receive an interest accrual payment at the end of service;
* Participation in local trainings on substantive law and professional development;
* Reimbursement for health insurance premiums.

This position requires completion of National Sex Offender Public Website (NSOPW), state, and FBI fingerprint-based criminal background checks. Members must comply with Corporation for National and Community Service regulations. Note that presence on the National Sex Offender Public Website is a bar to service. Other criminal history does not necessarily disqualify candidates from service; cases are decided on an individual basis.

**Be Part of the Fellowship Community:**

**AMERICORPS FELLOWS CANNOT TAKE PART IN CERTAIN ACTIVITIES OUTLINED IN THE AMERICORPS LEGISLATION.  THESE “PROHIBITED ACTIVITIES” INCLUDE:**

* Attempting to influence legislation;
* Promoting or deterring union organizing;
* Voter registration drives;
* Assisting for-profit businesses;
* Partisan political activity of any kind.

**GENERAL INFORMATION:** The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified.

Safe Passage Project is an equal opportunity employer. Women, People of Color, LGBTQ People, Veterans and people with disabilities are encouraged to apply.

All interested applicants should email a letter of interest and a resume to [jobs@safepassageproject.org](mailto:jobs@safepassageproject.org). Please use the subject line “JAC Paralegal Application” in your email.