



## Paralegal

### **About Safe Passage Project**

*Safe Passage Project provides free lawyers to 800 child refugees who are being deported.*

Many children embark alone on the long and dangerous journey to the United States seeking protection. They are fleeing trauma such as gang violence and recruitment, abuse, and sexual assault. In 2017, the government reported that they apprehended over 40,000 immigrant children seeking entry to the United States. Closer to home, the New York Immigration Court has more than 15,000 cases involving children on its docket.

Immigrant children are not afforded free legal representation by the government, regardless of their age. As a result, more than half of immigrant children must go through immigration proceedings without the aid of a lawyer. Unable to effectively argue their claim for the legal protections they may qualify for, more than 80% of these children are issued deportation orders. To many, this means returning to the danger from which they fled.

This is where [Safe Passage Project](#) steps in, providing free legal assistance to these refugee and immigrant children in New York City and Long Island who are facing removal despite their strong legal claim to stay in the United States.

Safe Passage Project is growing rapidly; we are currently the largest provider of free lawyers to immigrant children in New York State. Since 2015, our funding has increased more than sevenfold.

Check out recent press on our work in [The New Yorker](#) and [Glamour](#).

*Safe Passage Project is an equal opportunity employer. Women, people of color, LGBTQ people, veterans and people with disabilities are encouraged to apply.*

### **About the Role**

We are looking for two Spanish speaking, detail-oriented professionals to join a growing team of paralegals who work collaboratively to assist attorneys in Safe Passage Project's immigration legal practice. Attorneys are directly responsible for representing children in family court, immigration court and at the asylum office. As a paralegal, you will support attorneys with clerical tasks and communication with clients, all while learning more about immigration law and advocacy. This is a very

exciting opportunity for those passionate about supporting vulnerable youth and those interested in exploring immigration law as a future career option.

**Your responsibilities will include:**

- Supporting the work of attorneys providing direct representation to clients;
- Translating documents and interpreting for meetings and agency interviews;
- Assisting attorneys with immigration and family court litigation;
- Managing and maintaining client management systems and our physical and electronic casefiles to track case activity;
- Communicating with volunteer attorneys and interpreters;
- Participating in prospective clients legal screenings;
- Drafting forms and legal client communications;
- Providing clerical support to Safe Passage Project's legal team;
- Supervising volunteers and undergraduate interns.

**We're looking for someone who is:**

- **DETAIL-ORIENTED** – You have excellent organizational skills. You are quick to spot and correct errors and rarely make careless mistakes. Your work is highly accurate.
- **ORGANIZED** – You love creating order and planning ahead. You think systematically and excel at establishing smooth processes. You always have a strong understanding of the status of the tasks on your to-do list.
- **A TEAM-PLAYER** – You enjoy helping others and love being part of a team working towards a common goal. You are eager to help out and are known for taking initiative. You support other paralegals, attorneys and clients by completing work in a timely and accurate manner.
- **A SKILLED COMMUNICATOR** – You are a great listener and an effective speaker and writer. You are confident and resourceful when reaching out to new people and can develop relationships with a wide range of people with different styles.
- **PASSIONATE ABOUT LEARNING** – You seek out direct feedback and love to invest in your personal development.
- **EMPATHETIC** – You have empathy and patience for the young people we work with and have the perspective to understand the challenges that they are facing.

**Qualifications:**

- Associate Degree and 1-2 years of experience providing effective support in a fast-paced, office setting. OR Bachelor's Degree with internship experience in a professional office setting. Paralegal experience is preferred but not required. Experience working in diverse environments, with immigrants and with children will also be helpful.

- Written and verbal Spanish fluency
- Passion for our mission. You are excited to be part of a changing legal practice, want to make a difference in a child's life, and want to work towards positive social change.

### **Compensation & Benefits**

Safe Passage Project offers competitive salary and benefits, commensurate with experience and skills. In addition, Safe Passage Project offers a flexible work environment, including the opportunity to work from home, flexible hours, unlimited time off, and 12 weeks paid family leave. The team works on a beautiful campus at a terrific office location in Tribeca and every employee has access to support for professional development. Reflected in our diverse Senior Leadership team, Safe Passage Project is proud to have a top-down, bottom-up commitment to diversity, equity, and inclusion.

### **Apply**

Please apply at <https://rework.applytojob.com/apply/BksaZ0tOBz/Paralegal>

Priority will be given to those applications submitted by Friday, February 22th at 9am EST; therefore, we encourage you to submit yours soon! Candidates that meet the minimum experience will be invited to complete a set of short answer questions.

If you have any questions about the role, please feel free to email [pvesnaver@koyapartners.com](mailto:pvesnaver@koyapartners.com)