



## **Temporary Part-Time Paralegal: Long Island**

### **Organization Overview**

Safe Passage Project provides free lawyers to young refugees and immigrants who are being deported. To date, we have supported more than 1,000 young people in NY. The New York Immigration Court has more than 15,000 cases involving unaccompanied minors on its docket, many of whom are fleeing trauma such as gang violence and recruitment, abuse, and sexual assault. 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. Without a lawyer, more than 80% of children are issued deportation orders, returning to the danger from which they fled. This is where Safe Passage Project steps in, providing free legal assistance to these refugees and immigrant children in New York City and Long Island.

### **About the Role**

We are looking for a Spanish speaking, detail-oriented professional to join a growing team of paralegals who work collaboratively to assist attorneys in Safe Passage Project's immigration legal practice. Under the supervision of the Managing Attorney of the Long Island Office and in very close collaboration with the Paralegal II on the Long Island Team, the part-time, temporary paralegal will support the six attorneys on the Long Island Team providing free legal assistance to young immigrants facing removal or seeking benefits under the immigration laws of the United States. You will support attorneys with clerical and administrative tasks and communication with clients, all while learning more about immigration law and advocacy. This is a very exciting opportunity for someone passionate about supporting vulnerable youth and someone interested in exploring immigration law as a career.

This position is based in our Long Island Office, located on the grounds of the Mercer School of Theology in Garden City. Safe Passage Project's operations are fully remote, but access to and work from our physical office locations is increasing and may become necessary.

### **Your responsibilities will include:**

- Supporting the work of attorneys providing direct representation to clients;
  - Translating documents and interpreting for meetings and agency interviews;
  - Communicating with young clients and their parents/guardians/caregivers via telephone, text message, email and when safe, in person;
  - Gathering information from and communicating legal information to clients;
  - Assisting with the completion of applications for immigration benefits;

- Maintaining strict confidentiality of client information;
- Providing clerical and administrative support to Safe Passage Project's legal team;
  - Sorting, processing, and delivering mail;
  - Photocopying and printing large batch requests;
  - Preparing legal documents for filing in hard and/or electronic copy;
  - Updating and maintaining electronic case management systems; and
- Other duties as assigned.

**Qualifications:** The strongest candidates for this position will have most, though likely not all, of the following qualifications and characteristics:

- Interest in and passion for our mission: ensuring that no child faces removal proceedings alone;
- Fluency in Spanish and English and the ability to provide written translation and oral interpretation;
- Skilled at organizing, processing, understanding, and keeping track of multiple sources of information and input;
- Familiarity with Microsoft Office, Google applications, Zoom, etc.;
- Ability to use or learn software such as Salesforce and Adobe Pro;
- Ability to meet deadlines and complete tasks on pre-arranged schedule;
- Ability to maintain client confidentiality;
- Availability for 20 hours per week, including a strong preference for Tuesday and ability to maintain reliable schedule including some hours after school when school-aged clients are available;
- Experience in office/legal office setting;
- Familiarity with civil society and human services organizations on Long Island;
- Associates degree or equivalent work experience.

**Compensation and Benefits:**

Safe Passage project offers competitive pay and benefits, commensurate with experience and skills. In addition, Safe Passage Project offers a flexible work environment and every employee has access to support for professional development. Safe Passage Project is proud to have a top-down, bottom-up commitment to diversity, equity, and inclusion.

**How to Apply:**

Please email a resume and thoughtful cover letter, outlining how your skills and experience meet the qualifications of the position, to [jobs@safepassageproject.org](mailto:jobs@safepassageproject.org) with the subject line "Temporary PT Paralegal."

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