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[www.safepassageproject.org](http://www.safepassageproject.org)

## Paralegal- Long Island

### About Safe Passage Project

Safe Passage Project provides free lawyers to young refugees and immigrants who are being deported. 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. 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 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 opportunity will be based in our Long Island Office, which houses a team including 6 staff attorneys, 2 paralegals, and a social worker, as well as interns and volunteer pro-bono attorneys, all of whom work together to support our young clients and meet their need for immigration legal services.

### 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 case and client management systems and our physical and electronic casefiles to track case activity
- Communicating with volunteer attorneys and interpreters
- Participating in screening prospective clients
- Drafting client communications and completing immigration-related application forms
- Providing clerical and administrative support to Safe Passage Project's legal team
- Supervising volunteers and undergraduate interns.

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

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- 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
- Written and verbal Spanish fluency
- 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; and
- A commitment to the work of Safe Passage Project and readiness to grow and learn with the Safe Passage Project team.

## **Compensation and Benefits**

Safe Passage Project offers competitive salary and benefits, commensurate with experience and skills. In addition, Safe Passage Project offers medical, dental & vision insurance, 401K with employer match, disability insurance, commuter benefits, FSA/HSA accounts, flexible work environment including the opportunity to work from home, flexible hours, unlimited time off, and 12 weeks of 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. Safe

**Salary:** \$53,300 - \$62,227

## **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 "Paralegal- Long Island"

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