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Employment Opportunity
Catholic Legal Services, Archdiocese of Miami, Inc.
BILINGUAL PARALEGAL

Catholic Legal Services, Archdiocese of Miami (CCLS) is a non-profit organization that represents low-income immigrants without reference to their race, religion, gender, ethnic group, or other distinguishing characteristics. CCLS seeks a Bilingual Legal Assistant who is responsible for providing support to staff attorneys on the Vera Unaccompanied Children's Project administered by the Vera Institute and funded by the Office of Refugee Resettlement to provide representation to unaccompanied minors in removal proceedings before the Miami Immigration Court.

Location: 28 West Flagler St, Suite 1000, Miami, FL, 33130.

Duties:

- Comply with monthly reporting to funders and regular data management;
- Assist in the preparation of cases for submission to USCIS, Immigration Court, and the Board of Immigration Appeals;
- Preparation of various immigration forms for adult and child clients;
- Assist staff attorneys by processing incoming case-related correspondence, scheduling client appointments, and by contacting clients to follow up on case matters and returning applicable phone calls to clients;
- Assist ORR attorneys in data reporting on a monthly basis;
- Conduct legal screenings of unaccompanied minors and adults;
- Assist attorneys with translation of documents to be submitted to USCIS, Immigration Court, and the Board of Immigration Appeals;
- Provide interpretation services to ORR attorneys, particularly at the Asylum Office and USCIS;
- Perform other related administrative duties as requested;
- Engage in outreach and education in the area of immigrant rights.

Qualifications:

- Experience in immigration law;
- Experience working as a paralegal or caseworker preferred;
- Experience working with children is a plus;
- Fully bilingual, including reading and writing, in English and Spanish required;
- Proficient in Spanish preferred;

Main Office
28 West Flagler Street, Suite 1000
Miami, Florida 33130
Tel. 305-373-1073

Hollywood Office
6565 Taft Street, Suite 401
Hollywood, Florida 33024
Tel. 954-306-9537



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- Must have excellent communication skills, organizational skills, self-motivation, and an ability to work collaboratively with others; and
- Must be adept at interacting with a wide variety of people and comfortable working in a busy, open work environment.

Job Type: Full-time

To Apply: Send a cover letter, résumé and three references to Paola Bichara, HR Coordinator at pbicahrtorres@cclsmiami.org and Gracia Cuzzi, Supervising Attorney at Gcuzzi@cclsmiami.org

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