



JOB ANNOUNCEMENT- Paralegal Immigrant and Workers' Rights

For over 50 years, Legal Aid Chicago has provided free civil legal assistance to people living in poverty in metropolitan Chicago. Each year our attorneys, volunteers, and staff help resolve legal problems, including domestic violence, consumer fraud, and unfair evictions.

Position: Legal Aid Chicago has grant funding to provide legal services for victims of domestic and sexual violence, human trafficking, elder abuse, and financial exploitation throughout Chicago and suburban Cook County. The Immigrants and Workers' Rights Practice Group ("IWR") at Legal Aid Chicago is seeking a highly skilled paralegal to assist in providing direct legal services in immigration-related matters under this grant. **The expected start date for this position is as soon as possible.**

Responsibilities: Duties include, but are not limited to:

- Providing immigration services to clients, specifically U visa and VAWA self-petitions with USCIS and other related immigration applications available to survivors of domestic violence, sex assault and human trafficking;
- Carrying out intake at Legal Aid Chicago and at partner agencies working with Legal Aid Chicago;
- Providing litigation assistance to attorneys, including obtaining police reports, seeking U visa certifications, preparing client statements, completing USCIS forms, gathering evidence, etc.;
- Advising clients about applications for public benefits;
- Working with all IWR staff, including staff working in employment, human trafficking, and migrant farmworker law;
- Making appropriate referrals to outside agencies;
- Assisting with grant reporting requirements;
- Working with pro bono attorneys, and
- Other relevant duties as determined by the Supervising Attorney and Director.

Qualifications: Applicants must have a college degree (except for current internal applicants as specified in the Collective Bargaining Agreement), be fluent in Spanish, be committed to long-term public interest legal services, have strong oral and writing skills, be highly organized, have prior experience working with survivors of trauma, domestic violence and sexual assault and have team-centered work experience.

Salary: Dependent on experience. Generous fringe benefits.

To Apply: Send a cover letter, resume, and the names of two professional references to:
resume@legalaidchicago.org.

Please type "IWR Paralegal" in the email subject line. **This position will remain open until filled.**

Legal Aid Chicago is firmly committed to creating a diverse workplace and is proud to provide equal employment opportunities to all applicants and therefore does not discriminate on the basis of creed, color, national origin, sex, gender identity, sexual orientation, age, religion, marital or parental status, alienage, disability, political affiliation or belief, military or military discharge status, or ex-offender status. Applicants who have experiences with our client communities are encouraged to apply.