JOB POSTING
Paralegal (2 available positions)
Immigrant & Workers’ Rights Practice Group
(Internal and External)

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 civil legal problems, including domestic violence, consumer fraud, and unfair evictions, immigration, and workers’ rights.

Position: Legal Aid Chicago has openings for two full-time paralegals. The paralegals will work in the Immigrants and Workers’ Rights (IWR) Practice Group to provide outreach and individualized legal screening and assistance under the supervision of attorneys, in immigration legal matters and in unemployment cases for non-citizens. Both positions will be will be located in Legal Aid Chicago’s main office located at 120 S. LaSalle St., once the office reopens. Until then, the paralegals will work remotely. The positions are as follows:

- Paralegal to coordinate the work of the paralegal and attorney team, including coordinate and schedule outreach, prepare informational flyers, manage the team’s direct phone line, and carry out screening and legal work in immigration and unemployment by phone, and assist with grant reporting.
- Paralegal to provide outreach (either in person or virtually) and legal assistance to immigrants in Chicago, and in Champaign County, Peoria County, and Hanover Township, by collaborating with community partners.

Responsibilities: Duties for both positions include, but are not limited to:

- Develop knowledge of the U and T visa requirements and processes through training with IWR staff;
- Develop knowledge of unemployment employment law, wage theft and sexual harassment;
- Conduct telephone or in-person intake, and follow up interviews, to determine eligibility for services, and gather basic case facts, collect documents, and identify initial legal problems;
- Prepare immigration applications, write client statements, and gather documentation.
- Register applicants for services in an electronic case management system;
- Assist attorneys with cases accepted for representation, including preparation of applications for filing with U.S. Citizenship and Immigration Services;
- Provide advice with attorney supervision on immigration or employment matters;
- Refer cases to legal and social services, as appropriate;
- Communicate complex concepts to clients who sometimes have limited education or language barriers;
- Develop knowledge of Illinois’ VTTC public assistance program, and assist clients in applying for these benefits, following up on applications as necessary;
- Be available to call clients during evening hours, if necessary.

Qualifications: Applicants must have a Bachelor’s degree, and be fluent or sufficiently proficient to work daily with clients in Spanish. The successful applicant will be collegial, well organized, and able to communicate effectively with people from diverse segments of society. The candidate should have a demonstrated commitment to public interest law, a connection to our client communities, and familiarity with Legal Aid Chicago’s client population. The outreach paralegal must have a valid license (car provided) for outreach work. The applicant’s personal background, experience, or professional background should reflect an ability to work effectively in cross-cultural situations with clients, co-workers, and the community we serve.

Salary: Commensurate with experience. Legal Aid Chicago offers a comprehensive benefits package, including low cost health plans, employer-provided group life and long-term disability insurance, fitness center access, and generous vacation and sick time.

To Apply: Send your cover letter, resume, and the contact information of two professional references to: resume@legalaidchicago.org. Please place “IWR Paralegals” in the subject line of your e-mail. Applications will be reviewed on a rolling basis, and the 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.