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. Legal Aid Chicago was founded on the philosophy that all individuals are entitled to quality civil legal representation, regardless of their income. We work to ensure that poverty is not an impediment to justice by dismantling the legal barriers that perpetuate inequality. Legal Aid Chicago staff live our mission through our core values of equity, excellence, inclusion, kindness, and respect.

**Position:** Legal Aid Chicago has an opening for a paralegal in the Immigrants and Workers’ Rights (IWR) Practice Group. This position will provide legal services on immigration matters, including individualized legal screening, legal advice and assistance and, under the supervision of an attorney, full representation in legal matters to immigrants in Cook County and in designated, underserved areas of Illinois.

**Responsibilities including:**
- Develop knowledge of humanitarian visa requirements and supporting documents and processes through training with IWR staff;
- Conduct outreach in central Illinois to educate immigrants about immigration remedies;
- Conduct telephone or in-person intake, and follow up interviews, to determine eligibility for services, in order to gather basic case facts, collect documents, and identify initial legal problems;
- Register applicants for services in an electronic case management system;
- With attorney supervision, provide advice on eligibility for immigration relief and refer cases as appropriate;
- Communicate complex concepts to clients who may have limited education or language barriers;
- Prepare for filing U, T, VAWA Adjustment of Status, Work Authorization, and other relevant applications with attorney supervision; and
- Assist with grant reporting requirements.

**Qualifications:** 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. Applicants must have a Bachelor’s degree, and be fluent or sufficiently proficient to work with clients in Spanish.

**Salary:** Commensurate with experience. Legal Aid Chicago offers a comprehensive benefits package, including low-cost employer-paid health plan options, employer-provided group life and long-term disability insurance, fitness center access, generous paid time off, and much more.
To apply: Send resume, cover letter, and the names and contact information of two professional references, to resume@legalaidchicago.org. Include the phrase “IWR Access to Justice Paralegal” in the subject line of the email. 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.