



**JOB POSTING**  
**Paralegal**  
**Immigrants and 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. 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:** The Immigrants and Workers' Rights Practice Group ("IWR") at Legal Aid Chicago provides high-quality free civil legal services to qualifying immigrants and low-wage workers. IWR consists of four projects -- immigration, migrant farmworker, employment, and human trafficking. IWR seeks a full-time paralegal to assist in its Immigration Project, which provides legal services to immigrants with a significant focus on survivors of domestic violence.

**Responsibilities:**

- Conduct intake for prospective clients, identifying eligibility for immigration benefits and Legal Aid services;
- Gather information and documentation from immigrant applicants in support of filing applications;
- Draft immigration applications, including U visa and Violence against Women applications, Adjustment of Status, and Work Authorization;
- Assist attorneys with administrative tasks and client communication;
- Draft professional correspondence, including letters to clients, caseworkers, and other professionals;
- Assist as needed with grant reporting;
- Prepare outreach materials;
- Refer clients to apply for and maintain public benefits and other benefits;
- Engage with other non-governmental agencies who serve our clients;
- Attend trainings and maintain up-to-date knowledge of legal issues
- Other duties as determined by the Supervising Attorney or Director.

**Qualifications:** A college degree is preferred. Excellent oral and written communication skills; strong organizational skills; team-centered commitment to work; the ability to gather information from clients and summarize it concisely. 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. Commitment to trauma-informed principles for serving survivors and to long-term to public interest legal services is required. Spanish working proficiency required; other language capacities is a plus.

**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 your cover letter, resume, and the contact information of two professional references to: [resume@legalaidchicago.org](mailto:resume@legalaidchicago.org). Please place "IWR Paralegal" in the subject line of your e-mail. Applications will be reviewed on a rolling basis, and the position will remain open until filled. No phone calls, please.

***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.***