



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 staff work together to provide legal services where these disciplines intersect. IWR seeks a full-time paralegal to assist in its Trafficking Survivors' Assistance Project (TSAP) which provides legal services in matters of human trafficking.

Responsibilities:

- Assist with outreach to identify survivors of human trafficking and conduct intake for prospective clients;
- Draft documents including: T visa applications, adjustment of status and other immigration applications for survivors, letters to clients, caseworkers, and other professionals; grant reports; and outreach materials;
- Maintain and update on a regular basis the legal server and client information;
- Assist clients to apply for and maintain public benefits and other benefits;
- Work with other non-governmental agencies who serve survivors;
- Assist attorneys with administrative tasks;
- Attend trainings and maintain up-to-date knowledge of legal issues surrounding human trafficking and other areas of the law;
- Assist with maintaining information on grants and grant reporting, and respond to reporting requirements;
- Participate in local and national organizations and committees serving survivors;
- Other duties as determined by the Supervising Attorney or Director.

Qualifications: A college degree is preferred. Excellent oral and written communication skills; excellent organizational skills; team-centered work experience; driver's license and good driving record (personal vehicle not required for use); the ability to quickly and thoroughly 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. Must be self-led, interested in making strategic choices with assistance from supervisor, and able

to keep an organized case load. Commitment to trauma-informed principles for serving survivors and to long-term to public interest legal services is required. Spanish working proficiency strongly preferred; other language capacities 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. Please place **“IWR TSAP 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.