

Title: Legal Assistant, Immigrant Children & Youth (ICY) Program
Reports To: Managing Attorney, Supervising Paralegal
Pay: Starting at \$48,000 plus full GHIRP benefits, Full-time
Office Hours: position Monday through Friday, 8:30am – 5:00pm

GHIRP has outstanding benefits including medical and dental insurance, retirement, life insurance, long-term disability leave, parental leave, and paid time off.

Description

GHIRP is an immigration legal services organization with 501(c)(3) status that launched in October 2020, with a mission to build a resilient, diverse community by providing comprehensive representation and holistic legal services to immigrants in need. GHIRP is seeking a full-time legal assistant to support attorneys representing children and youth in immigration-related matters, including court proceedings, asylum, special immigrant juvenile status, and other legal relief. The applicant must be fluent in English and Spanish.

Duties/Responsibilities

- Conduct Know Your Rights (KYR) presentations, comprehensive legal screenings, and needs assessments of children and youth, under attorney supervision.
- Coordinate client services and assist in obtaining supporting documentation and completing immigration legal applications, under attorney supervision.
- Assist with Immigration Court dockets and representation.
- Maintain regular contact with clients, including providing updates on case status and court hearings or deadlines, and following up on case outcomes.
- Direct and assist clients in the acquisition of social services and benefits, including through referrals to the ICY Social Services Coordinators.
- Organize and maintain client files and data for reporting.
- Participate in regular peer and supervisor review meetings and trainings.
- Contribute to grant proposals, reports, and periodic communications materials.
- Participate in outreach activities and information sessions for immigrants and social service agencies. Outreach may require occasional evening and weekend events.
- Perform all other duties as needed and/or as directed by supervisor.

Requirements

- Bachelor's Degree or equivalent experience. Candidates working toward completion of their bachelor's will also be considered.
- Fluency in English and Spanish.
- Knowledge of Microsoft Office, including proficiency in Excel.
- Previous experience in immigration law, case management, or social services is preferred.
- Ability to work in a fast-paced environment and manage time and resources.
- Excellent organizational and communication skills.
- Team player, highly self-motivated, responsive, and a good trouble-shooter.
- Commitment to serving immigrants and sensitivity to the needs of low-income, culturally diverse clients.
- Texas Driver's License; clean driving record; own vehicle with applicable auto insurance.
- Must pass national and statewide background checks and a pre-hire drug screening.

How to apply: Applicants should send their Cover Letter and Resume to AlexaS@ghirp.org.