

POSITION DESCRIPTION
IMMIGRATION PARALEGAL

FLSA Status: Full-time, Regular, Exempt
Department: Global Programs
Location: Silver Spring, Maryland
Position Reports to: Managing Attorney

Position Summary:

HIAS seeks a Paralegal to support HIAS' immigration legal service programs benefiting asylum-seekers, including child migrants fleeing violence in Central America, and other vulnerable immigrants in the United States. The Paralegal will manage new client intake, support legal case work, and coordinate translation and interpretation for immigration legal cases. S/he will be supervised by the Managing Attorney and work with HIAS' legal team including Staff Attorneys.

Essential Functions:

- Coordinate and conduct client interviews and follow-up meetings.
- Develop client declarations and application forms through client interviews.
- Draft responses to inquiries from HIAS stakeholders.
- Translate written documents and interpret for clients and attorneys during client interviews and at administrative interviews.
- Manage the use of external translators and interpreters for legal casework.
- Conduct daily case management, performing clerical duties such as database entry and filing.
- Maintain records and contribute to program reports in compliance with any applicable grants or other agreements.
- Assist legal staff in drafting training manuals, presentations and other materials to support HIAS' legal program development.

Qualifications and Requirements:

- Undergraduate degree required.
- Fluency in Spanish required; proficiency in additional languages is preferred.
- Excellent interpersonal skills and experience working with clients of all backgrounds.
- Strong interest in refugee protection, human rights and immigration law.
- Demonstrated ability to multi-task and handle multiple priorities under a strict time deadline.
- Strong oral and written communication skills.

About US:

HIAS is a global Jewish nonprofit organization working in 14 countries across five continents to ensure that refugees and displaced persons are protected. Throughout the United States, we help refugees reunite with families, resettle and become self-sufficient. Guided by our values and history, we help



Welcome the stranger.
Protect the refugee.

refugees rebuild their lives in safety and security and advocate to ensure that all displaced people are treated with dignity.

Application Instructions:

Please submit your resume and cover letter to our website, <http://www.hias.org/career-and-internship-opportunities>

HIAS IS AN EQUAL OPPORTUNITY EMPLOYER AND COMPLIES WITH ALL FEDERAL, STATE AND LOCAL EMPLOYMENT LAWS.