



610 S. Ardmore Avenue, Los Angeles, CA 90005, Tel: (213) 385-2977, Fax: (213) 385-9089, Website: www.publiccounsel.org

JOB ANNOUNCEMENT

Paralegal Deported Veterans Grant Immigrants' Rights Project

Public Counsel's Immigrants' Rights Project ("IRP") is seeking a full-time paralegal to help support a program serving deported veterans. The position is currently funded through June 30, 2020; any extension of the term will be dependent on grant funding.

ORGANIZATIONAL BACKGROUND

Public Counsel is the largest *pro bono* public interest law firm in the country. Founded in 1970, it is dedicated to advancing equal justice under the law and addressing economic, racial, and other inequities by delivering free legal and social services to the most vulnerable members of our community. Public Counsel operates eight legal projects: Children's Rights, Community Development, Consumer Rights, Homelessness Prevention, Immigrants' Rights, Veterans' Rights, the Audrey Irmes Project for Women & Girls' Rights, and our impact litigation project, Opportunity Under Law. Public Counsel's full-time staff of over 120 serves highly diverse communities. To ensure that we are best positioned to serve these communities, we strive to promote behaviors, attitudes and policies that help us work effectively in cross-cultural situations with clients, our coworkers, and our communities. We seek to create an inclusive and respectful workplace in which differences are acknowledged and valued.

Public Counsel's IRP, staffed by 17 attorneys, seven support staff, and two social workers provides direct legal representation to non-citizens seeking asylum, special immigrant juvenile status, VAWA, T and U visas, deferred action for childhood arrivals, and other relief. In addition to direct representation, IRP engages in advocacy at the local and national levels, runs a legal orientation project serving detained immigrants, recruits and trains hundreds of *pro bono* attorneys each year, handles appeals before the Board of Immigration Appeals, Ninth Circuit Court of Appeals, and California Court of Appeals, and conducts impact litigation. For 30 years, IRP has been at the forefront of protecting the rights of immigrants in Los Angeles.

JOB SUMMARY

Housed within Public Counsel's IRP's growing detention team and under attorney supervision, the paralegal will help establish, organize, maintain, and translate files, as well as request criminal, immigration, and military documents relating to the claims of deported veterans. In addition, the paralegal may conduct intakes, primarily by phone, interview clients and family members to gather or clarify information, and prepare immigration forms, applications, and supporting documents for clients with claims that would permit them lawfully to return to the United States. The paralegal may work closely with other non-profit agencies on both sides of the U.S.-Mexico border to serve clients. The paralegal will also perform administrative tasks related to grant reporting and other requirements.

The paralegal will benefit from being part of an experienced and creative team at Public Counsel, and also part of a larger community of attorneys and advocates housed at other organizations in the U.S. and Mexico.

ESSENTIAL JOB SKILLS AND ABILITIES REQUIRED

- Paralegal certificate or BA degree and a minimum of 1 year relevant paralegal experience under the supervision of a California lawyer required; 3 years of relevant experience in an administrative, social, or legal services environment strongly preferred;
- Prior immigration experience strongly preferred, including, but not limited to, assisting with naturalization and pardon applications, and non-profit experience a plus ;
- Prior criminal defense or veterans experience a plus;
- Excellent organizational skills; ability to be detail-oriented, multi-task, set priorities, and work independently, but in close coordination with other staff;
- Strong writing skills preferred;
- Experience working with individuals of diverse cultural, geographic, and economic backgrounds including individuals with a history of military service, trauma, or criminal records;
- Ability to communicate in an empathetic and professional manner with supervisor, team members, and clients;
- Willingness to travel to U.S.-Mexico border region preferred but not required;
- Fluency in Spanish required; and
- Commitment to social justice for immigrants and the mission of Public Counsel.

START DATE AND COMPENSATION

This position is available beginning on March 1, 2019. The paralegal position is a full-time, non-exempt position. Salary is commensurate with abilities and experience. Excellent benefits.

APPLICATION DEADLINE

Continuous until position is filled. Candidates encouraged to apply immediately, as we anticipate hiring within weeks of this posting.

TO APPLY

Please send a cover letter and resume to:

Talia Inlender, Supervising Senior Staff Attorney

Public Counsel

610 South Ardmore Avenue

Los Angeles, California 90005

Email: irpjob@publiccounsel.org

Reference list will be requested if interviewed. No phone calls please.

Public Counsel is an Equal Opportunity Employer

All qualified applicants shall receive consideration for employment without regard to race, color, religion, national origin, ethnic group identification, ancestry, sex, age, marital status, political affiliation, condition of physical or mental disability, or sexual orientation, in accordance with requirements of Federal and State laws.

All qualified applicants with criminal histories will be considered in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative for Hiring.