



New Haven Legal Assistance seeks to hire a paralegal to join our immigration team. Immigration paralegals are crucial in helping individuals navigate the often complex and intricate legal processes involved in immigration cases. Our team works to advance the rights of low-income immigrants and families through individual legal representation, community outreach and education, legal advocacy, and community organizing. The paralegal will work with attorneys on behalf of clients in removal and bond proceedings before the Hartford Immigration Court, the Board of Immigration Appeals and related proceedings before the USCIS. The paralegal will assist immigration attorneys in preparing legal documents, communicating with clients, and helping ensure the timely submission of applications and petitions.

The job responsibilities will include:

- Prepare applications for Asylum, Special Immigrant Juvenile Status, U and T Visas, VAWA petitions, and other forms of humanitarian relief, as well as applications for employment authorization;
- Serve as a point of contact for clients, answering questions, scheduling meetings with attorneys, and updating them on the progress of their cases;
- Help collect, organize, and maintain case files, evidence, and other legal documents required for immigration cases;
- Write letters and prepare legal correspondence;
- Assist attorneys by gathering information from clients, conducting interviews, and obtaining documents needed for cases; and
- Develop and maintain relationships with social service agencies, community-led grassroots organizations, and LAA partners to keep updated resource guides and support outreach efforts.

Qualifications

- Knowledge of immigration law, processes, and the necessary documentation.
- Experience working with immigrant clients.
- Strong communication, organizational, and research skills.
- Experience working with various humanitarian immigration cases, such as Asylum claims, Special Immigrant Juvenile Status, and U Visa and VAWA petitions for domestic violence survivors.
- Strong computer skills, including the ability to electronically file documents with courts and government agencies.
- Strong organizational skills.
- Good verbal and written communication skills.
- Bilingual skills strongly preferred.
- Strong interpersonal skills.
- Access to an automobile, insured and licensed to drive in Connecticut.

- Willingness to translate documents, and to interpret in and out of NHLAA service area, including occasional travel to detention facilities outside of Connecticut.
- Accredited Representative through [Board of Immigration and Appeals](#) preferred, but not required.

Location

- NHLAA's primary office is located in New Haven. Travel to courts in our service area and to our satellite office in Derby, Connecticut will also be required.

Start Date

- As soon as possible.

Compensation

- Salaries will be based on experience and in accordance with our salary scale. For example, a paralegal with 10 years of legal experience will have a starting salary of \$48,750. We offer generous benefits, including a 403(b) retirement plan; health, dental, vision, and short term disability insurance; sick leave; vacation; and most observed state and federal holidays.

Interested candidates should email applications to Employment@nhlegal.org. Please include resume, cover letter, and three references. For more information about New Haven Legal Assistance, visit our website at www.nhlegal.org.

It is the policy of New Haven Legal Assistance to provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, or any other characteristic protected by federal, state or local law.