



CARECEN

LATINO RESOURCE AND JUSTICE CENTER

Strengthening the Latino Community in the Washington, D.C. Area

PARALEGAL/CITIZENSHIP SPECIALIST

Job Description

CARECEN is seeking a full-time Paralegal to work in its Immigration Legal Program as a citizenship specialist. Additionally, the paralegal will work a portion of their time on providing direct services in other immigration related cases as needed.

Since 1981, the Central American Resource Center (CARECEN) has fostered the comprehensive development of the Latino population in the Washington metropolitan region by providing direct legal services, housing counseling, citizenship education, and community economic development, while promoting grassroots empowerment, civic participation, and civil rights advocacy.

CARECEN was originally founded to protect the rights of refugees from conflict in Central America and provide direct legal services that would ease their transition to their new life in the United States. CARECEN's programs are available to low and moderate income Latinos in the Washington metropolitan area. CARECEN's immigration legal services program provides low-income Latino immigrants in the Washington metropolitan area with low or no cost, quality legal assistance in a variety of immigration matters.

The paralegal reports to the Director of Legal Services. Steps will be taken to obtain Board of Immigration Appeals (BIA) Accreditation for this position.

Duties:

- Screen potential naturalization applicants to determine eligibility and troubleshoot any potential eligibility issues with clients.
- Prepare Naturalization applications and provide any necessary follow-up assistance to applicants.
- Assist with the organization of citizenship workshops, including pre-screening and workshop set-up.
- Conduct outreach to increase the number of applicants applying for citizenship and assist with citizenship informational sessions at CARECEN and off site.
- Produce statistics and reports on goals and outcomes.
- Translate documents from Spanish to English.
- Interpret for clients at naturalization interviews, when necessary.
- Assist clients in brief services including greencard, work permit, and DACA renewals.
- Provide case management on an as-needed basis in other immigration legal services including family petitions, U-visas, Adjustment of status, and consular processing cases.
- Attend required training for accreditation by the BIA.
- Represent clients before USCIS as a BIA Accredited Representative.

Qualifications:

- Bachelor's degree

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- Bilingual English/Spanish
- Strong written and verbal communication skills in both languages.
- Prior case management and immigration experience is necessary
- Prior non-profit, or community experience or demonstrated interest in immigration and immigrants' rights
- Commitment to serving the low-income Latino immigrant community
- Excellent organizational and team-building skills
- Detail-oriented

Salary: Commensurate with experience.

Application Process: Applicants with professional, volunteer, and/or personal ties to the low-income immigrant communities in the metropolitan Washington, DC area are encouraged to apply. Those interested should send a resume and cover letter to Andrea Rodriguez, Esq. via email the Legal Services Director at arodriguez@carecendc.org by October 20, 2014.