



Position Available: Immigration Project Legal Assistant
January 2025

About the Role

Volunteers of Legal Service (VOLS) seeks a full-time bilingual Spanish speaking Legal Assistant to support the work of our Immigration Project. The ideal candidate will be highly organized, have excellent communications skills, and be passionate about access to justice for all New Yorkers.

Organizational Mission

For 40 years, VOLS has partnered with New York City's leading law firms and companies as well as community-based organizations to help close the access to justice gap for low-income New Yorkers. VOLS provides free, civil legal services to New Yorkers with limited resources, including seniors, veterans, individuals entitled to public benefits, immigrant youth, children and their families, mothers in prison or jail, and small business owners. Last year, VOLS assisted clients on more than 4,000 legal matters, and our services benefited over 6,200 individual New Yorkers. VOLS' staff of 22, including 15 attorneys and law graduates, works with volunteers from over 80 law firms/companies to exponentially increase our impact. We partner with 150 community groups to ensure that our services are accessible and address local needs.

VOLS strives to build and retain a diverse and inclusive team, and we actively seek a diverse candidate pool. We strongly encourage candidates who have had lived experience in the communities we serve.

VOLS Immigration Project

The Immigration Project offers support for immigrant students and young adults to pursue higher education, legal employment, and permanent residency. The team partners with schools, colleges, and community-based organizations to provide legal trainings and resources to their constituents, including "Know Your Rights" presentations and on-site legal clinics. The Immigration Project also recruits, trains, and mentors volunteer lawyers who represent students and youth on various immigration matters, helping them overcome their immigration issues and giving them a chance to succeed in the United States.

Responsibilities include, but are not limited to:

- Administrative Support:
 - Entering and maintaining confidential client information and records in VOLS' electronic case management system
 - Creating and maintaining volunteer attorney profiles in electronic filing system
 - Opening and closing files for clients and ensuring compliance with program protocols

- Client Engagement:
 - Conducting screenings of applicants for service, including obtaining necessary demographic data, determination of eligibility, and scope of the client’s request for assistance (including hotline callbacks, in-person clinics, and other sources of intake)
 - Coordinating follow-up services, including appointments, referrals, client correspondence, and gathering documents and other information
 - Assist in drafting client documents, including immigration forms and client declarations, and gathering supporting evidence for immigration relief applications under the supervision of an attorney
 - Providing applicants and clients with information, referrals and/or advice under the supervision of an attorney
 - Maintaining knowledge of immigration law and remain abreast of immigration developments
- Pro Bono Engagement:
 - Providing pro bono support by following up on matters placed with volunteers, providing client related information to volunteers on matters, and assisting with coordinating of pro bono clinics
- Community Engagement:
 - Engaging in community outreach, including workshops, presentations, and participating in community group meetings.
 - Developing and maintaining relationships with community organizations
 - Designing and drafting community facing educational materials for immigrant youth and their families
 - Receiving and maintaining accurate and up-to-date resource materials
- Interpretation and translation for both client interactions and for community facing presentations and materials
- Design and draft community facing educational materials for immigrant youth and their families
- Participate in internal committees and collaborative efforts to benefit VOLS, as appropriate
- Perform other duties as assigned by their supervisor

Qualifications:

Experience working in a law office, or another legal setting preferred. Excellent interpersonal skills. Strong verbal and written communication skills. Detailed oriented and highly organized. The ability to multi-task and manage multiple projects. Demonstrated commitment to social justice and diversity, equity, and inclusion. Bachelor’s degree is a plus.

Partial accreditation by the Department of Justice is strongly preferred, or eligibility and willingness to apply for accreditation with support from VOLS.

Experienced with Outlook, Office 365, website maintenance, data management, spreadsheets, virtual communication tools, and database tracking systems. Experience with Legal Server a plus.

Native/bilingual Spanish speaker or full professional proficiency in Spanish.

The position will be hybrid after the first six months. The position will be fully in person during the six-month probationary period. After completing their probationary period, employees may work remotely up to eight days per month. Local travel to meetings, clinics, community-based organizations, schools, college campuses, and other events are required.

All candidates must be fully vaccinated against COVID-19 including a Bivalent vaccine dose or latest 2024–2025 COVID vaccine formula, unless provided a reasonable accommodation pursuant to applicable federal, state and local statutes.

Compensation and benefits:

The annual salary range for this position is \$46,818 - \$56,182 for candidates with up to 7 years of experience and will be determined by our collective bargaining agreement and be commensurate with experience. VOLS offers an excellent benefits package, including health, life and disability insurance, a retirement plan to which VOLS contributes and the option to contribute to a 403(b) plan. We provide 25 days of paid vacation, 12 days of paid sick leave, and 3 personal days annually.

How to apply:

Please email a cover letter, resume, writing sample, and 3 references to apply@volspobono.org with the subject line "Immigration Project Legal Assistant."

Applications will be reviewed on a rolling basis. No phone or email inquiries, please.

Diversity, Equity, and Inclusion Commitment:

VOLS strives to build and maintain a diverse workplace that embraces staff with different backgrounds, identities, and experiences. We seek a diverse applicant pool and particularly welcome and encourage applicants from marginalized communities, including, but not limited to, those who identify as Black, Indigenous, people of color, women, queer, transgender, gender non-conforming, disabled, immigrants, uniformed service, people from low socio-economic backgrounds, and those directly impacted by the legal system.

VOLS is an equal opportunity employer, and does not discriminate on the basis of race, ethnicity, nationality, creed, age, disability, sexual orientation, biological sex, gender identity/expression, family status, military service or any other status protected under the law.