



Southwest Detroit Immigrant and Refugee Center

Part-time Bi-lingual Paralegal

The Southwest Detroit Immigrant and Refugee Center (SWIRC) provides free and low-cost legal services to underserved communities in the Detroit area, particularly for immigrants and refugees. We are hiring a bi-lingual paralegal who will work closely with our legal staff to provide high-quality services to our clients.

Applications received by February 28, 2020 will receive priority. The position is anticipated to start mid-March.

Qualifications

The ideal candidate will possess many, if not all, of the following qualifications:

- Fluency in speaking and writing in English and Spanish (*required*);
- Experience serving vulnerable communities;
- Proven success working independently and managing multiple responsibilities at once;
- Associate or bachelor's degree or completion of an ABA-approved paralegal certification program. Candidates without a degree or certificate but with equivalent experience will be considered;
- Excellent communication and organization skills;
- Proficiency with Microsoft Office including Word and Excel;
- Ability to function effectively in a busy, team-oriented environment;
- Office administration experience; and
- Attention to detail. If you are applying, please add a "P.S." to your cover letter and briefly tell us about a meaningful cross-cultural experience you've had.

Work areas

Under the guidance of the attorneys, the paralegal will:

- Serve Spanish-speaking clients, primarily in preparing immigration cases, including responsibilities such as

- drafting affidavits, legal correspondence, and other documents for attorneys;
 - assisting clients in completing immigration forms for attorney review;
 - organizing exhibits, communicating with witnesses, and otherwise helping attorneys and clients prepare for hearings; and
 - investigating facts and gathering documents needed for cases;
- Ensure efficient, client-centered provision of services at a weekly walk-in legal clinic in Pontiac;
 - Conduct intake interviews with potential clients;
 - Organize and maintain client and clinic documents and files;
 - File pleadings with courts and agencies;
 - Keep clients abreast of activity in their cases;
 - Coordinate with community partners to help clients access social services;
 - Gather and input client and volunteer data and help prepare grant reports;
 - And similar responsibilities.

Terms

- Part-time (20 hours per week) schedule with some flexibility;
- Starting at \$15/hour, depending on experience;
- Professional training and continuing education.

How to apply

To apply, please send a resume and cover letter, describing your interest and relevant experience, to Amy Myers at amy@detimmigrantcenter.com. You may also direct any questions to the same email address. We will accept applications through February 28, 2020, and applications will be reviewed as they are received.