



Job Announcement
Paralegal – Immigrants' and Language Rights Center

Indiana Legal Services, Inc.

Position: Immigration Paralegal

Organization: Immigrants' and Language Rights Center of Indiana Legal Services

Job Location: Indianapolis Office of Indiana Legal Services

Indiana Legal Services (ILS) is seeking to hire a full-time immigration paralegal to work within the Immigrants' and Language Rights Center (ILRC). The ILRC would like to fill the position as soon as possible.

The ILRC is a statewide immigration program of Indiana Legal Services. The ILRC works to provide free legal services to immigrants and limited English proficient (LEP) individuals throughout the state. The ILRC works primarily on humanitarian and family-based immigration cases. Primary case types include asylum, U nonimmigrant visa, T nonimmigrant visa, Violence against Women Act (VAWA) self-petitions, special immigrant juvenile status (SIJS) applications, and naturalization.

This position will be in the Indianapolis Office of Indiana Legal Services. The position will be part of the statewide ILRC. The paralegal will work under the supervision of the project Staff Attorney and the Directing Attorney of the ILRC.

The open paralegal position is an excellent opportunity for those who are committed to poverty law and immigrant rights. ILS is funded by the Legal Services Corporation, United Way and Area Agencies on Aging, private and community foundations, individual donations, and local, state and federal government grants. It has eight offices throughout the state in Indianapolis, Merrillville, South Bend, Fort Wayne, Lafayette, Bloomington, Evansville and New Albany. In addition to its eight offices, ILS has several special projects, including: the Immigrants' and Language Rights Center, Migrant Farmworker Law Center, Low Income LGBT Project, Consumer Law Center, Community Economic Development Project, Indiana Foreclosure Legal Assistance Project, Low-Income Tax Clinic, Senior Law and Nursing Home Ombudsman Project, and Pro Bono Project.

Job duties:

- Conducting client intake interviews by phone. Most of the client interviews will be with non-English speakers and will be conducted in Spanish or through an interpreter.
- Post-intake follow up.
- Case management and client communication.

- Assisting with immigration and immigrants' rights cases, including immigration form preparation.
- Translating documents between English and Spanish.
- Interpretation during US Citizenship and Immigration Services (USCIS) interviews before Indiana and Chicago Field Offices.
- Administrative tasks such as scheduling, filing, mailing, and ordering office supplies.

Qualifications:

- Must be fluent in Spanish and English (written and spoken). Fluency in other foreign languages is helpful but not required.
- Excellent written and oral communication skills.
- Applicants who are certified for interpretation and/or translation are preferred but certification not required.
- Previous paralegal experience and experience working with immigration cases is also preferred but not required.
- Must be computer literate with proficiency in Microsoft programs, including Word, Excel, and PowerPoint.
- Dedicated to the mission of Indiana Legal Services.

Hours and Location

The position will be in Indiana Legal Services' Indianapolis office. Applicants will be required to work a set schedule Monday through Friday.

Compensation

Salary is commensurate with experience. ILS offers an excellent fringe benefits package including health insurance (medical, dental, vision, Rx), disability insurance, life insurance, a 401k plan, a flex benefit plan, and generous vacation and sick leave. Some reimbursement for moving expenses may be negotiated for long-distance moves.

Application Instructions: Please send a resume, cover letter, and list of three references to:

Aimee Korolev
Directing Attorney
Immigrants' and Language Rights Center
Indiana Legal Services, Inc.
Aimee.Korolev@ils.net

Application Deadline: ASAP. Applications accepted until position is filled.

Mission Statement: Indiana Legal Services uses the law to fight poverty, empower clients, and improve access to justice.

Indiana Legal Services is an Equal Employment Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, national or ethnic origin, age, disability or veteran status.