



New Haven Legal Assistance Association seeks a temporary legal assistant to join the organization's immigration unit. This is a one-year contract position, with the possibility of a second year depending on funding. The legal assistant will work with attorneys on behalf of clients in removal and bond proceedings before Hartford Immigration Court, the Board of Immigration Appeals and related proceedings before the USCIS.

Responsibilities:

1. Conduct intake interviews and preparing applications.
2. Travel to Hartford immigration court to conduct intakes and meet with clients.
3. Travel to immigration detention facilities in Massachusetts and New Hampshire to conduct intakes and meet with clients.
4. Develop and maintain relationships with social service agencies, community-led grassroots organizations, and LAA partners to keep updated resource guides and support outreach efforts.
5. Make referrals and following up referrals of clients to appropriate alternative or additional sources of assistance.
6. Maintain accurate and complete records and files regarding assigned work.
7. Typing, word processing on a computer, proofreading, revising, filing, and retrieving filed materials as required by offices or units assigned.
8. Draft letters, forms, memos, legal documents and similar items.
9. Make and receive telephone calls and making appointments for designated staff members.
10. Perform such duties as are logically or customarily related to the foregoing and required for the operation of the immigration unit.

Qualifications:

1. Strong computer skills, including the ability to electronically file documents with courts and government agencies, and proficiency in NHLAA's case management system, Legal Files, and software programs (including Outlook, Word and Excel).
2. Experience working with immigrant clients.
3. Strong organizational skills.
4. Good verbal and written communication skills.
5. Strong interpersonal skills.
6. Access to an automobile, insured and licensed to drive in Connecticut.
7. Spanish fluency required.
8. Willingness to translate/interpret in and out of NHLAA service area.
9. Accredited Representative through Board of Immigration and Appeals preferred, but not required.

Interested candidates should email applications to Carolyn Gontarski at temporarylegalassistant@nhlegal.org by July 31, 2019. 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.