



## **Notice of Job Opening: Paralegal**

UnLocal, Inc. seeks a paralegal to join our Legal team and support our newly formed *Pro Se Plus Project*. This position focuses on supporting the community of migrants who began arriving in New York City in 2022 as well as existing UnLocal clients in removal proceedings and/or seeking affirmative relief.

UnLocal, Inc. is a community-centered non-profit organization that provides direct immigration legal representation and community education to New York City's undocumented immigrant communities. UnLocal's Legal team uses a comprehensive approach to legal advocacy, combining legal consultations, representation, training, and community education and advocacy to best support impacted community members.

### **PRIMARY RESPONSIBILITIES**

- Provide direct services to community members and clients, including pre-screenings, consultations, and immigration application assistance, with a minimum of two days / week in-office;
- Collaborate in the planning, development, and administration of community-centered trainings; gather, maintain, and disseminate relevant supporting documentation for trainings; maintain listserv/WhatsApp group of attendees to easily communicate with and share resources with attendees;
- Participate in on-site and virtual screening clinics in collaboration with community-based partners;
- Attend meetings with members of the PSPP collaborative (made up of Central American Legal Assistance, Catholic Migration Services, Masa, and Venezuelan and Immigrant Aid) to ensure transparency, fluid communication, and effective collaboration;
- Be responsive to community members and community-based partners;
- Assist with internal and external reporting, including to foundations, city/state funders and UnLocal Board of Directors;
- Ensure all relevant data is electronically recorded in our case management system;
- Participate in the development and execution of UnLocal's institutional vision and values.

## **PROFESSIONAL QUALIFICATIONS**

- At least 1 year of immigration paralegal or legal assistant experience strongly preferred;
- High proficiency in Spanish required;
- Prior attendance at trainings on immigration-related legal topics strongly preferred;
- Ability to work collaboratively, communicate effectively, manage multiple tasks and creatively problem solve;
- Excellent written and oral communication skills;
- Experience working with immigrant communities of color, including LGBTQIA+, youth, the working class, and survivors of violence;
- Excellent time and project management skills;
- Commitment to social justice and anti-racism.

## **SALARY AND BENEFITS**

- This is a full-time position;
- Salary range is \$60-65K depending on experience;
- Benefits include health, dental, vision, commuter, and access to 401k;
- UnLocal staff work in a hybrid in-person/virtual setting;
- UnLocal staff receive 40 days of paid time off (PTO), which is available to be used for any reason the staff member sees fit;
- The office is closed between Christmas and New Year's (not counted towards PTO);
- After three years of employment with UnLocal, staff are eligible for a 4 week sabbatical.

## **HOW TO APPLY**

If you are interested in applying for this position and believe you would be a good fit, please send a cover letter and resume in **one pdf** to Rebecca Press, UnLocal's Legal Director, at [rebecca@unlocal.org](mailto:rebecca@unlocal.org) with "PSPP Paralegal" in the subject line. No phone calls please. We are seeking to fill this position immediately.

UnLocal, Inc. is an Equal Opportunity Employer and, as such, all qualified applicants will receive consideration. UnLocal, Inc. is committed to a diverse and inclusive workplace and we strongly encourage applications from immigrants, LGBTQIA+ community members, community members of color, veterans, women, and individuals with disabilities.