

Paralegal

UnLocal, Inc. is a community-centered non-profit organization that seeks to address the fundamental injustices and structural inequities that disproportionately impact immigrant communities. We provide direct immigration legal representation, community education, outreach, and advocacy for New York's immigrants. UnLocal is dedicated to creating sustainable structures that build collective power and allow us to flourish.

SUMMARY

UnLocal, Inc. is hiring a paralegal to join our Rapid Response Team. This position focuses on supporting immigrant New Yorkers who have been detained by ICE and/or who are at imminent risk of being detained or deported. UnLocal's rapid response team uses a comprehensive approach combining legal representation, social work support, and community education and advocacy to represent each client best. We work as part of New York's Rapid Response Legal Collaborative, which includes UnLocal, Make the Road New York, and the New York Legal Assistance Group. This is a full-time position that reports to the Supervising Litigation Attorney.

PRIMARY RESPONSIBILITIES

- Conduct screenings with individuals in urgent postures, including those with removal orders;
- Assist with evidence gathering and filling out immigration forms to support clients' immigration cases;
- Assist with filings with administrative agencies and federal courts;
- Work as an integral part of UnLocal's team to ensure responsiveness to existing clients as well as individuals screened
- Collaborate with UnLocal's Education and Outreach team to develop emergency-response and know-your-rights workshops and materials;
- Assist with internal and external reporting, including to foundations, city/state funders, and the UnLocal Board of Directors;
- Participate in growing UnLocal's institutional vision and values.

PROFESSIONAL QUALIFICATIONS

- Past immigration paralegal, legal assistant experience, and/or immigration law knowledge;
- High proficiency in French and/or Spanish is 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 LGBTQ+, youth,

- the working class, and survivors of violence;
- Excellent time and project management skills;
 - Commitment to social justice and anti-racism.

Salary & Benefits:

- Full-time position.
 - Salary: \$65K annually.
 - Full premium coverage for health, dental, and vision insurance.
 - Contributions to commuter benefits and access to 401(k).
 - Professional development stipend.
 - Yearly wellness stipend.
 - 40 days of paid time off (PTO) available for any reason the staff member sees fit.
 - Office closure between Christmas and New Year's (not counted towards PTO). ●
- After three years of employment, staff are eligible for a 4-week sabbatical. ●
- Promoting work-life balance through flexible Fridays.

To Apply:

If you are passionate about making a difference and possess the required skills, please submit your resume and cover letter to Human Resources at HR@unlocal.org. We look forward to welcoming a dedicated RRLC Paralegal to add to our team.

This position primarily involves sedentary work, including extended periods of sitting, use of a computer, and communication via phone and video conferencing. Travel will be required for funder outreach or partner meetings. Position frequently moves items of up to 10 pounds across the office or into off-site locations. Occasional weekend availability is required. Reasonable accommodations will be provided to enable individuals with disabilities to perform the essential functions of the job.

EQUAL EMPLOYMENT OPPORTUNITY

As an Equal Employment Opportunity (EEO) Employer, UnLocal, Inc. prohibits discriminatory employment actions against and treatment of its employees and applicants for employment based on actual or perceived race or color, size (including bone structure, body size, height, shape, and weight), religion or creed, alienage or citizenship status, sex (including pregnancy), national origin, age, sexual orientation, gender identity (one's internal deeply-held sense of one's gender

which may be the same or different from one's sex assigned at birth); gender expression (the representation of gender as expressed through, for example, one's name, choice of pronouns, clothing, haircut, behavior, voice, or body characteristics; gender expression may not conform to traditional gender-based stereotypes assigned to specific gender identities), disability, marital status, relationship and family structure (including domestic partnerships, polyamorous families and individuals, chosen family, platonic co-parents, and multigenerational families), genetic information or predisposing genetic characteristics, military status, domestic violence victim status, arrest or pre-employment conviction record, credit history, unemployment status, caregiver status, salary history, or any other characteristic protected by law.

OUR COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION

UnLocal, Inc. is committed to a work culture of zealous advocacy, respect, diversity and inclusion, client-oriented defense, access to justice and excellent representation. We are dedicated to building a strong professional relationship with each of our clients (people), to understanding their diverse circumstances, and to meeting their needs. Our ability to achieve these goals depends on the efforts of all of us and our ability to build strong relationships with our colleagues. Every member of our community is expected to continuously learn about the dynamic, evolving, and emerging field of knowledge of identity, bias, and systemic forms of oppression and participate in productive efforts to dismantling bias in all forms.