



## **JOIN OUR TEAM**

### **About Us:**

The Community Resource Center (CRC) is a nonprofit, community-based organization dedicated to empowering immigrant and low-income families by providing essential resources and advocacy, supporting their journey toward self-reliance and active participation in the community. CRC is a dynamic and growing organization committed to delivering high-quality immigration legal services to our clients. As we expand our Community Justice Program, we seek a motivated and detail-oriented Immigration Paralegal to join our team.

### **Position Overview:**

We are seeking a dedicated Immigration Paralegal to join our team. The ideal candidate will work closely with CRC's immigration attorneys and DOJ-accredited representatives, supporting clients in a variety of immigration matters, including asylum, family petitions, work authorizations, and deportation defense. This position offers a unique opportunity to create a meaningful impact on the lives of individuals and families while working in a mission-driven environment.

### **Key Responsibilities:**

- Assist the Managing Attorney and DOJ Accredited Representatives with filing immigration cases
- Conduct intake assessments and manage case files for immigration clients
- Prepare and file forms and applications, including family-based petitions, work permits, adjustment of status, asylum applications, and more
- Research and analyze legal resources, statutory, regulatory, and case law, to support client cases
- Draft motions and legal memoranda for review by the Managing Attorney
- Prepare appropriate forms and documentation for client matters with the Department of Homeland Security, the Department of Justice, and the Department of Labor
- Maintain client communication, providing case updates and answering questions
- Review case files regularly, consult with the Managing Attorney, and prepare status reports for client cases
- Translate documents and assist with interpretation as needed

- Coordinate with community partners and support CRC's legal clinics, educational workshops, and Know Your Rights presentations
- Participate in Immigration Legal Clinics, Know Your Rights Presentations, and training seminars, as needed

Qualifications:

- 1-3 years of experience in immigration law, especially within a non-profit or community-based setting
- Proficiency in Spanish preferred
- Strong organizational skills with a high level of attention to detail
- Ability to work effectively in a collaborative, multicultural environment
- Commitment to the mission and values of CRC and a passion for advocating for immigrant rights and community empowerment

**Why Join Us?**

- Join a team dedicated to social change and supporting immigrant communities
- Opportunities for professional development and learning in immigration law

**Compensation:**

The annual salary for this position ranges from \$48,000 to \$50,000, commensurate with experience and qualifications.

We are proud to offer a comprehensive benefits package that includes:

- Health Insurance: 100% employer-paid for individual coverage.
- Dental Plan: 100% employer-paid for individual coverage.
- Retirement Savings Plan: 401(k) with a 3% employer match.
- Paid Time Off: Generous PTO, including vacation, sick days, and holidays.
- Workers' Compensation and Disability Coverage.

Our organization is committed to supporting the well-being of our employees and fostering a supportive and inclusive workplace.

Please send your cover letter and resume to: Janet Fry, Deputy Executive Director at [jrolon@crcny.org](mailto:jrolon@crcny.org)

**CRC is an equal opportunity employer and is committed to creating a diverse and inclusive environment for all employees**

