



Legal Assistant

The Community Resource Center (CRC) empowers immigrant and low-income families by providing the resources and advocacy to help them become self-reliant and thriving members of the community.

The Community Resource Center (CRC) is seeking a Legal Assistant to join our dynamic and mission-driven immigration legal team. The Legal Assistant will support attorneys and DOJ-accredited representatives in providing high-quality legal services to immigrant families, including case preparation, client communication, administrative support, and community outreach. This position plays a key role in ensuring the smooth and efficient operation of CRC's legal unit.

This position offers an exciting opportunity for a highly organized, compassionate, and detail-oriented individual who is passionate about immigrants' rights and community advocacy. The Legal Assistant will gain hands-on experience in a wide range of immigration matters, including asylum, SIJS, U-visas, family petitions, and work authorization, while contributing to CRC's mission of empowering and uplifting underserved communities.

Essential Duties & Responsibilities

Intake & Assessment

- Implement policies and procedures for intake, assessment, information management, and client relations.
- Monitor the New Inquiry spreadsheet and process inquiries in a timely manner.
- Conduct intake interviews and prepare intake assessments for the attorney's review.

Case Management & Documentation

- Ensure all client files physical and digital are complete, organized, and up to date.
- Scan, save, and organize documents in the organization's document management system.
- Maintain accurate and timely updates of case statuses; close files that are inactive or not engaged.

- Follow up daily with clients for missing documentation, questionnaires, or required information.
- Contact clients and update Case Management System when new receipt notices are received.

Client Communication & Support

- Process and respond to a high volume of client inquiries, including questions about questionnaires, status updates, and document verification.
- Ensure clients are regularly updated on the status of their cases.
- Coordinate and schedule client calls and meetings.

Administrative

- Maintain the department's staff calendar and ensure all relevant calendars are consistently up to date.

Qualifications

- Strong understanding of legal terminology, court procedures, and document preparation.
- Proficiency with Microsoft Office Suite (Word, Excel, Outlook).
- Excellent organizational skills with the ability to manage multiple tasks, deadlines, and priorities.
- High attention to detail, accuracy, and confidentiality.
- Strong interpersonal skills and demonstrated cultural competency.
- Ability to work both independently and collaboratively within a multidisciplinary team, including attorneys, clients, and external partners.
- Experience working in a nonprofit or community-based setting (preferred).
- Bilingual abilities; Spanish proficiency preferred but not required.

Work Environment

- Hybrid schedule: Remote and in-office flexibility available
- Family-friendly, mission-driven workplace
- Supportive, team-based structure with ongoing mentorship and supervision

Compensation & Benefits

Salary Range: \$45,000 – \$55,000 annually

Employment Type: Full-Time | Non-Exempt | Benefits Eligible

The CRC offers a comprehensive benefits package, including:

- 100% Employer-Paid Health Coverage (medical and dental)
- Generous paid time off (vacation, sick, holidays)
- Professional development opportunities
- Additional benefits may include professional development opportunities and a supportive, mission-driven work environment
- Retirement Savings Plan: 401(k) with a 3% employer match

To Apply:

Email a cover letter and resume to hr@crcny.org with the subject line:
Legal Assistant Application – [Your Name]

Applications will be reviewed on a rolling basis.