Immigrant Justice Corps ("IJC") seeks a Paralegal to join IJC’s low bono practice in Jersey City, New Jersey – The Center for Immigrant Representation ("The Center"). The Center expands on IJC’s free legal services programs by focusing on a client population that often gets overlooked in terms of access to counsel – people who don’t qualify for free legal services but who also cannot afford private counsel. If you are interested in serving a diverse community, dedicated to teamwork and effective communication, and inspired to contribute to an innovative, developing practice, this may be the perfect opportunity for you!

About IJC
IJC is the country's first immigration legal fellowship program. We are dedicated to meeting the need for high-quality legal assistance for low income immigrants. Our Justice Fellows and Community Fellows are recent law graduates and college graduates, respectively, who are committed to providing immigration legal services to under-served populations and who join a new generation of dedicated advocates working to serve immigrant communities. Creative thinking and the pursuit of new strategies to increase access to justice are essential to our mission.

IJC launched the Center in September 2018 to bring excellent immigration legal services to New Jersey using a low bono model. The Center provides the opportunity for Fellows interested in opening an immigration law practice in the future or starting an immigration-focused non-profit to be an integral part of running a small practice. The Center is staffed by a talented team consisting of a Supervising Attorney, an Office Manager, a Justice Fellow, and a Community Fellow. The Center is closely connected to IJC headquarters and leverages the thriving organization’s infrastructure and expertise.

About the Position
A minimum two-year commitment is required for the paralegal to become a DOJ accredited representative with privileges to practice before the United States Citizenship and Immigration Services (USCIS). The core responsibilities of this position include:

- Managing a substantial caseload of affirmative immigration cases under supervision of the Center's Supervising Attorney;
- Entering data in the Center’s case management system;
- Participating in community outreach; and
- Participating in regular IJC and Center staff meetings and events.
Your Background and Qualifications
Applicant must:

- Be a college graduate or have five years of relevant experience
- Be committed to IJC’s mission of expanding access to high-quality counsel for immigrants
- Have a minimum of one year of experience working with immigrants
- Have excellent writing and interpersonal skills
- Be comfortable with a variety of office software programs
- Be comfortable working with diverse client populations and in varied work environments
- Be fluent or have advanced proficiency in Spanish, and
- Be flexible in a new and evolving office

In addition:

- Fluency or advanced proficiency in Arabic is a plus, as is
- A sense of humor

Compensation
Salary is competitive and commensurate with skills, experience, and duties. Excellent benefits package includes dental and vision.

How to Apply
Please email your resume and a detailed cover letter explaining why this job would be a great fit for you to recruitment@justicecorps.org with “Paralegal – The Center” included in the subject line. We will request a writing sample from candidates selected for an interview. Applications will be reviewed on a rolling basis until the position is filled.

IJC is an Equal Opportunity Employer - women, people of color, members of the LGBTQ+ communities, veterans, and people with disabilities are encouraged to apply.