Paralegal or Accredited DOJ Representative (Full-Time)

New Mexico Immigrant Law Center (NMILC) is seeking a full-time Paralegal or DOJ Accredited Representative.

NMILC is a social justice organization whose mission is to advance equity and justice by empowering low-income immigrant communities through collaborative legal services, advocacy, and education. Each year we provide direct legal representation and assistance in immigration matters to thousands of immigrants and advocate for laws and policies that respect the rights of immigrants. NMILC’s model focuses on establishing relationships with local, state and national organizations and governmental institutions to expand access to legal services for historically marginalized immigrant communities.

Job Summary:

The Paralegal/DOJ Accredited Representative will be responsible for coordinating immigration legal services and legal case management for survivors of crime and persecution. The Paralegal/DOJ Accredited Representative will also be responsible collaborating with NMILC grant managers to ensure adherence to program guidelines.

Essential Duties and Responsibilities:

- Coordinate immigration legal services and case management for survivors of crime and persecution.
- Ensure all client information is correctly and timely entered into Legal Server.
- Provide immigration legal assistance support and direct representation (if DOJ Accredited) as needed to survivors of crime and persecution, leveraging protections allowed in law through VAWA, U-visas, T-visas, asylum and related forms of relief.
- Conduct an average of 8 consultations a month, maintain a caseload of 10-15 active cases, and manage a pending case load with other team members of over 200 client files;
  - Consultation expectations include: timely completion of intake; adherence to intake protocols in Legal Server; record detailed intake notes in Legal Server; promptly follow up on any research or follow up areas, and communicate with potential client on status of intake.
  - Direct representation expectations for DOJ Accredited Representatives include: Complete case work, filings, and legal research in a timely manner; effectively track open/working cases and pending case related to-dos; maintain accurate case notes and activity logs in LegalServer; return client calls promptly.
- Pending case expectations include: Maintain complete and accurate client records in physical files and Legal Server such as logging all new activities, receipt of
documents, filing, and correspondence in each case file, maintaining detailed and up-to-date database notes, and closing cases as per current protocols.

- Maintain contact with clients, log updated contact information, and promptly return calls.
- Complete bi-annual case audit for presentation to and review by Legal Supervisor
- Follow case management documentation protocols in compliance with best practices/legal ethical standards and ensure programmatic compliance with grant requirements, allocations, and reporting
- Manage utilization of interpretation and translation services.
- Provide information to survivors about victim rights and victim compensation.
- Responsible for compliance with federal grant requirements, documentation, and reporting.
- Ensure all Time and Attendance Reports are accurate, sufficiently detailed, comply with grant allocations, and timely completed.

Qualifications:

- At least 1 year of Paralegal experience desired. Candidates with current or former DOJ Accreditation or previous experience working in an immigration law office are highly desired;
- Bi-lingual Spanish and English;
- Demonstrated commitment to immigrant rights and willingness to support NMILC’s mission, vision and values, which can be found at [www.nmiloc.org/values](http://www.nmiloc.org/values);
- Experience with immigration law (particularly in VAWA, U-visas and T-visa) and prior experience working with survivors of domestic violence or sexual assault preferred;
- Prior experience managing high volume case load preferred;
- Strong attention to detail and ability to follow, enforce, and strictly adhere to government grant procedures and timekeeping requirements;
- Excellent customer service and strong follow through in communication with clients, colleagues, and community partners;
- Strong sense of personal initiative and ability to manage and prioritize effectively multiple tasks without extensive supervision;
- A demonstrated commitment to public interest work, immigrant rights, social justice issues, and working with survivors of crimes;
- The ability to provide trauma-informed and culturally competent legal assistance to crime survivors;
- Team player; the ability to work collaboratively with different program staff and partner organizations to further develop community relationships and facilitate holistic and wraparound services.

Environment

NMILC is an equal opportunity employer. We welcome people from a diverse set of experiences. NMILC is a progressive organization and applicants are expected to collaborate in an inclusive and diverse environment. We are a group of highly dedicated and motivated individuals seeking transformative change for our state and welcome anyone who is interested in being part of our team.
Due to the COVID-19 Pandemic, NMILC’s staff is mostly working remotely, however, the position requires regular time spent in the Albuquerque office. If the successful candidate is hired while NMILC’s staff is still remote, we will work with that candidate to ensure that they have the tools, equipment, and digital onboarding to be successfully integrated into our remote work environment.

**Salary and Benefits**

Starting hourly rate for a paralegal position is $19.00/hour with upward adjustments for additional years of relevant experience. If a candidate has prior experience as a partially accredited DOJ Accredited Representative, the starting hourly rate is $22.00/hour upon receiving accreditation with NMILC with upward adjustment for additional years of relevant experience. If a candidate has prior experience as a fully accredited DOJ Representative, the starting hourly rate is $24.25/hour upon receiving accreditation with NMILC with upward adjustment for additional years of relevant experience.

NMILC currently offers a generous benefits package, including:

- Health insurance covered at 100% for exceptional health, vision and dental plans for the employee and qualifying family members;
- Access to a 401K plan and discretionary employer match up to 10% of base salary (determined each fiscal year based on funding projections);
- Optional Flexible Spending Account for pre-tax funds for medical and/or dependent care cost.

NMILC also recognizes the value of creating an environment of positive work/life balance, acknowledging that investing in staff’s ability to take care of themselves and their families enables them to do their best work. The plan currently includes:

- Flexible work schedule and remote work options during the COVID-19 pandemic;
- 15 paid vacation days (3 weeks) during the first and second years of employment with an increase of 2 additional days per year after the second year of employment;
- 10 paid sick and health-related days per year;
- 35 paid holidays per year (including all federal holidays, 2 weeks of winter break, 1 week for spring break, and 1 week for summer break, and other days as established in coordination with the local public school schedule);
- Up to 5 hours of paid break/meal time each week.

Benefits may be subject to change at any time based on changes to the organization’s budget.

**To Apply**

Please submit your: a) resume; and b) cover letter describing how your lived or work experience would make you a good fit for this role to jobs@nmilc.org. Applications will be accepted on a rolling basis until the position is filled.