



Immigration Paralegal

About Us: Building One Community (“B1C”) is a non-profit organization established in 2011 as a comprehensive resource center for immigrants in the Stamford, Connecticut area. B1C’s mission is to advance the successful integration of immigrants and their families.

Our Immigration Legal Services department serves more than 600 families and individuals each year. It also conducts legal clinics and educational presentations throughout the community. Our new removal defense practice will provide direct representation to immigrants in removal proceedings and other complex immigration cases.

Position summary: We seek an experienced **Immigration Paralegal** to join our new removal defense practice. The Paralegal will work closely with our immigration attorneys and other legal staff to interview potential clients and prepare applications, briefs and other court submissions. This part-time position requires 20 hours per week and will report to the Removal Defense Director.

Essential Duties:

- Work closely with immigration attorneys to prepare applications, affidavits, pleadings, court briefs, motions, and other court submissions
- Participate in screening and intake interviews with potential clients
- Maintain contact with clients we are representing
- Conduct legal research
- Manage calendars and deadlines for the Removal Defense team
- Translate written documents and interpret during meetings and interviews
- Keep up to date client case files, both physical and electronic
- Adhere to professional standards of legal ethics
- Travel to Immigration Court in Hartford (occasionally) to make filings and assist clients

Required Qualifications:

Required

- B.A. or Paralegal Certification
- Minimum of two years’ experience working in removal defense and/or family-based immigration law
- Written and oral fluency in English and Spanish

- Solid knowledge of Microsoft Office software
- Strong written and oral communication skills
- Ability to work well under pressure and meet deadlines
- Exceptional attention to detail and organization
- Proven ability to work both independently and in a team setting
- Strong commitment to B1C's mission

Plus factors

- DOJ Accredited Representative certification
- Experience with LawLogix case management software
- Experience with Immigration Court practices and procedures
- Additional languages

To apply for this position, please submit your resume and a cover letter to jobs@b1c.org. Resumes without a cover letter will not be reviewed; no telephone calls please.

Building One Community is an Equal Opportunity Employer