

Title: Legal Assistant, Community Immigration Program

Reports To: Managing Attorney

Compensation: Starting salary for this position is \$52,000 annually, with additional compensation commensurate with experience. Once the candidate obtains DOJ Representative Accreditation, the salary and non-exempt/exempt status will be adjusted to reflect the higher responsibilities of that role. Full GHIRP benefits, full-time, non-exempt position

Office Hours: Monday through Friday, 8:30am – 5:00pm

GHIRP has outstanding benefits including medical and dental insurance, life insurance, and paid time off.

Description

GHIRP is an immigration legal services organization with 501(c)(3) status that officially launched in October 2020. Our mission is to build a resilient, diverse community by providing comprehensive representation and holistic legal services to immigrants in need. GHIRP is seeking a full-time, Spanish speaking legal assistant to support attorneys representing clients in immigration-related matters, including court proceedings, asylum, naturalization, family petitions, adjustment of status, VAWA, T and U Nonimmigrant Status and other legal relief. We are seeking candidates with immigration law experience, who can work independently, and who are eligible to apply for partial accreditation with the Department of Justice (DOJ) shortly after joining the team. The legal assistant/DOJ accredited representative will play a vital role in the provision of high-quality immigration legal services to our clients. The applicant must be fluent in English and Spanish.

Duties/Responsibilities

- Conduct Know Your Rights (KYR) presentations, comprehensive legal screenings, and needs assessments of immigrants, under attorney supervision.
- Coordinate client services and assist in obtaining supporting documentation and completing immigration legal applications, under attorney supervision.
- Assist with Immigration Court dockets and representation.
- Maintain regular contact with clients, including providing updates on case status and court hearings or deadlines, and following up on case outcomes.
- Participate as needed in GHIRP's community initiatives such as Friend of Court, Know Your Rights presentations, consultation days, and pro se workshops.
- Direct and assist clients in the acquisition of social services and benefits.
- Organize and maintain client files.
- Collect and analyze data related to clients and services.
- Enter case data into internal database, manage client electronic files, and complete accurate data reporting.
- Provide interpretation and translation support in client matters.
- Participate in regular peer and supervisor review meetings and trainings.
- Contribute to grant proposals, reports, and periodic communications materials.



Galveston-Houston Immigrant
Representation Project

- Participate in outreach activities and information sessions for immigrants and social services agencies. Outreach may require occasional evening and weekend events.
- Perform all other duties as needed and/or as directed by supervisor.

Requirements

- **Minimum of two years of relevant professional experience is required.**
- **Previous Department of Justice Representative Accreditation, or immediate eligibility to apply for accreditation, is required.**
- Fluency in English and Spanish is required.
- Knowledge of Microsoft Office, including proficiency in Excel.
- Previous experience in immigration law, case management, or social services is preferred.
- Ability to work in a fast-paced environment and manage time and resources.
- Excellent organizational and communication skills.
- Team player, highly self-motivated, responsive, and a good trouble-shooter.
- Commitment to serving immigrants and sensitivity to the needs of low-income, culturally diverse clients.
- Texas Driver's License; clean driving record; own vehicle with applicable auto insurance.
- Must be able to pass national and statewide background checks.

How to apply: Position is open until filled. Applicants should send their Cover Letter, Three References, and Resume to Gabriela Hernandez, Managing Attorney at GabrielaH@ghirp.org.