



Galveston-Houston Immigrant
Representation Project

Title: ICY Data Entry Clerk/Program Assistant
Reports To: Supervising Paralegal, Managing Attorney
Pay: Starting at \$52,000 plus full GHIRP benefits,
Full-time, Non-exempt position
Office Hours: Monday through Friday, 8:30am – 5:00pm (hybrid schedule)

GHIRP has outstanding benefits, including medical and dental insurance, life insurance, short and long-term disability leave, parental leave, retirement, 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 Data Entry Clerk/Program Assistant for our Immigrant Children and Youth (ICY) department to carry out administrative tasks.

We are seeking a highly motivated individual interested in joining our team. The clerk will play a vital role in the provision of high-quality immigration legal services to our children and youth clients. The ideal applicant will have a strong commitment to public interest work and to the empowerment of immigrant communities. Internal opportunities for professional growth are available and encouraged.

Duties/Responsibilities

- Enter case and client data into electronic databases to comply with grant reporting deadlines; assist the Managing Attorney in responding to inquiries from funders.
- Assist legal assistants and attorneys with monitoring and providing legal services at two Office of Refugee Resettlement (ORR) shelters.
- Monitor upcoming court hearings for ICY clients and update the team's case list weekly.
- Assist the ICY team in maintaining and organizing case files, keeping them properly organized and accessible.
- Provide interpretation and translation support in client matters.
- Serve as back-up receptionist at the front desk and assist with additional administrative tasks for the office as needed, including:
 - Greet clients at the front desk, answer client questions and direct them to the appropriate department staff;
 - Manage front desk phone line, answering all incoming calls, maintaining voicemails and responding to messages;
 - Pick up mail from local post office, sort and input into case management system;
 - Prepare outgoing mail, including photocopying, addressing, sealing, and posting materials.
 - Assist in setting up and conducting legal clinics and other daily operations.
- Participate in regular peer and supervisor meetings and trainings.
- Assist attorneys and legal assistants in scheduling client appointments, notifying clients of upcoming court hearings and deadlines, and with other routine correspondence.
- Conduct initial screenings to schedule potential clients for intakes.
- Other duties, activities, and responsibilities, as assigned by Managing Attorney.



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Requirements

- High school diploma (required), Bachelor's Degree preferred; experience in a law office is helpful.
- Excellent oral and written communication skills in both English and Spanish.
- Knowledge of Microsoft Office, including proficiency in Excel.
- Ability to work in a fast-paced environment and manage time and resources.
- Must be reliable and have a professional demeanor.
- Must be able to maintain confidential client information.
- Must be a team player, highly self-motivated, responsive, and have a keen attention to detail.
- Commitment to serving immigrants and sensitivity to the needs of low-income, culturally diverse clients.
- Texas Driver License; clean driving record; own vehicle; applicable auto insurance.
- Willing to submit to drug test and federal background checks upon hire.

How to apply: Applicants should send their Cover Letter and Resume to Alexa Sendukas, Managing Attorney, Immigrant Children and Youth program, at AlexaS@ghirp.org.