



Galveston-Houston Immigrant  
Representation Project

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Title: Hybrid Legal Assistant/Social Services Coordinator, Immigrant Children and Youth (ICY) Program  
Reports To: Supervising Paralegal; Managing Attorney  
Pay: Starting at \$52,000 plus full GHIRP benefits, Full-time position  
Office Hours: Monday through Friday, 8:30am – 5:00pm

GHIRP has outstanding benefits including medical and dental insurance, retirement, life insurance, long-term disability leave, parental leave, and paid time off.

#### Description

GHIRP is an immigration legal services organization with 501(c)(3) status that launched in October 2020, with a mission 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 hybrid legal assistant/social services coordinator to provide interdisciplinary, trauma-informed support to our children and youth clients. This is not a clinical position and will not be supervised by a LCSW.

#### Duties/Responsibilities

- Conduct Know Your Rights (KYR) presentations, comprehensive legal screenings, and needs assessments of children and youth, under attorney supervision.
- Provide information, education, referrals, outreach, advocacy, and support to ensure that individuals receive the services they require (i.e., medical, mental health, education, etc.).
- Coordinate client services; assist with Immigration Court dockets, direct representation, and the preparation of immigration legal applications, under attorney supervision.
- Maintain regular contact with clients, including providing updates on case status and court hearings or deadlines, and following up on case outcomes.
- Provide culturally competent crisis intervention for clients when needed.
- Maintain clients' confidential records, input case notes, and perform other administrative tasks such as timekeeping, data entry, and grant compliance.
- Participate in education and outreach activities, including local coalitions, taskforces and working groups.
- Support special events and donations drives, as needed.
- Contribute to grant proposals, reports, and periodic communications materials.
- Perform all other duties as needed and/or as directed by supervisor.

#### Requirements

- Bachelor's Degree or equivalent experience.
- Fluency in English and Spanish.
- Prior experience in immigration law, case management, or social services is preferred.
- Knowledge of Microsoft Office, including proficiency in Excel.
- Ability to work in a fast-paced environment and manage time and resources.
- Excellent organizational and communication skills.
- Commitment to serving immigrants and sensitivity to the needs of low-income, culturally diverse clients.
- Team player, highly self-motivated, responsive and a good trouble-shooter.
- Texas Driver License; clean driving record; own vehicle with applicable auto insurance.
- Able to pass national and statewide background checks and submit to drug testing upon hire.

How to Apply: Applicants should send their Cover Letter and Resume to [AlexaS@ghirp.org](mailto:AlexaS@ghirp.org).