

**JOB ANNOUNCEMENT**

<b>Position</b>	<b>Full-time Paralegal –Immigration Unit</b>
<b>Organization Description</b>	<p>The Public Law Center (PLC), Orange County's <i>pro bono</i> law firm, is committed to providing access to justice for low-income residents. Through volunteers and staff, PLC provides free civil legal services, including counseling, individual representation, community education, and strategic litigation and advocacy to challenge societal injustices. Now in its 37<sup>th</sup> year of service, PLC works with more than 1,400 volunteer lawyers, paralegals and law students from throughout the county who volunteer their time and expertise.</p> <p>The Immigration Unit provides assistance in the following areas: U visa, T visa, VAWA, asylum, Special Immigrant Juvenile Status, DACA, naturalization and other citizenship matters, and deportation defense.</p>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Bilingual English/Spanish required</li> <li>• 1-3 years demonstrated experience in immigration law, including case preparation, legal research, and client representation before USCIS and EOIR is a plus</li> <li>• NALA paralegal certification or DOJ accreditation is a plus</li> <li>• Demonstrated commitment to working with immigrant communities</li> <li>• Excellent oral/written communication skills</li> <li>• Demonstrated history of team detailed oriented work with strong organizational skills and excellent interpersonal skills</li> <li>• Ability to manage multiple tasks and work independently</li> <li>• Must have own transportation, valid CA Driver's license, insurance and good driving record</li> </ul>
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Provide administrative, clerical and other support to staff attorneys providing direct legal services</li> <li>• Handle a caseload of immigration matters directly, under the supervision of an attorney</li> <li>• Work collaboratively with other PLC staff to serve low-income residents</li> <li>• Help organize and coordinate immigration legal services through clinics and workshops throughout Orange County</li> <li>• Provide training to pro bono attorneys and volunteers as needed</li> <li>• Coordinate, support and train volunteer attorneys and law students at clinics</li> <li>• Conduct community education presentations to clients, partner agencies, and service providers</li> <li>• Assist with periodic compilation of data related to grant funding</li> <li>• Represent PLC at legal networking and community outreach events</li> <li>• Full time position with occasional evening and weekend work required</li> <li>• Other duties as assigned</li> </ul>
<b>Salary &amp; Benefits</b>	<ul style="list-style-type: none"> <li>• Rate of pay dependent on experience; range of \$14.00/hour to \$17.00/hour. Competitive benefits provided</li> </ul>

Please submit resume, cover letter and writing sample (10 pages or less) to Grace Landa at: [glanda@publiclawcenter.org](mailto:glanda@publiclawcenter.org). Please no phone calls.

**APPLICATION DEADLINE:** Open until filled

**The Public Law Center is an Equal Opportunity Employer.**

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