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Immigration Legal Assistant, North Country Immigration Program
Full-time, salaried, exempt
Volunteer Lawyers Project of CNY, Inc.

The mission of the Volunteer Lawyers Project of CNY, Inc. (VLP) is to provide access to justice through engaging the legal community in volunteer service to those in need. VLP receives funding from a variety of public and private sources and enjoys strong support of local bar associations.

Position Description

The Volunteer Lawyers Project of CNY, Inc. (VLPCNY) is seeking one full-time Legal Assistant to start as soon as possible. Reporting to the Director of the North Country Immigration Program, the Legal Assistant will support VLPCNY's work providing legal services to immigration clients in the North Country region of Upstate New York.

The Legal Assistant will support VLPCNY's North Country Immigration Program in a variety of program related office, client services, reporting, and data duties. Desired individuals must be organized, detail oriented, have good interpersonal skills, and a desire to assist clients.

Job duties for this position include:

Program Support:

- Assist with client intakes and gathering information for immigration form preparation.
- Assist with client communications, scheduling, follow up, and helping clients to gather information and documentation.
- Provide support to attorneys during client meetings and case preparation; help with logistics of setting up meetings, translation, copying, and other support as needed.
- Assist in coordinating, setting up, and hosting legal clinics.
- Track client outcomes, enter client data into case management programs, and help provide appropriate referrals to social services, and other agencies.
- Organization and maintenance of various program files.
- Assist program as needed with client, volunteer attorney and community partner communications, including phone calls, emails, letter drafting, and document translation.

The Legal Assistant will be called on to support the agency with additional matters as needed. This is not a complete list of all duties and responsibilities.

Minimum Qualification Standards:

- Proficient in Word & Excel
- Experience working in a professional setting
- Experience working with (or volunteering with) organizations that focus on serving vulnerable and diverse populations preferred

Knowledge, Skills, and Abilities:

- Positive attitude and flexibility – willingness to jump in and help out wherever needed.
- Team player who can analyze and solve issues as they arise.
- Fully embrace mission of the organization.
- Maintain high standards of professional demeanor, including in communications with funders, staff, volunteers and clients.
- Strong work ethic and organizational skills. Ability to work with sensitive and confidential information.
- English language fluency is required, and ability to also speak Spanish or another second language is strongly preferred.

We expect this position to be hybrid with some opportunity for remote work each week. The position will require a regular presence in Watertown, NY, with occasional travel to other locations in the North Country and periodic travel to VLPCNY's office in Syracuse. We expect a willingness to attend meetings, community outreach events, and meet with clients as necessary. For the safety of our clients, community and staff, all VLP staff must be fully vaccinated for COVID-19.

OUR COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION

Volunteer Lawyers Project of CNY, Inc. is committed to a work culture of zealous advocacy, respect, diversity and inclusion, client-oriented defense, access to justice and excellent representation. We are dedicated to building a strong professional relationship with each of our clients, to understanding their diverse circumstances, and to meeting their needs. Our ability to achieve these goals depends on the efforts of all of us.

VLPCNY is an equal opportunity employer. VLPCNY seeks to hire individuals from diverse backgrounds and with diverse experiences who are professional, collaborative, and creative thinkers with a passion for our mission.