



## **SPANISH-SPEAKING PARALEGAL**

**POSITION TITLE:** Paralegal  
**REPORTS TO:** Supervising Attorney  
**LOCATION:** Burien, WA  
**HOURS:** Full-time (may include evenings and weekends)

### **BRIEF JOB DESCRIPTION**

Colectiva Legal del Pueblo (CLP) is hiring for a full-time Spanish-speaking paralegal who will be responsible for carrying out legal duties under the supervision of attorneys. Our immigration services include naturalization, U-visas, Asylum, family petitions as well as representing clients in detained and non-detained removal proceedings. This position is based out of our Burien office and may require some statewide travel.

### **ORGANIZATIONAL DESCRIPTION**

Colectiva Legal del Pueblo is a non-hierarchical collective organization founded for and by undocumented immigrants working to build community leadership and power for migrant justice through legal advocacy and education.

Founded in November 2012 by a group of undocumented community organizers, activists and immigration attorneys who recognized the need to create an organization that provides legal support while building community power for migrant justice, we provide legal advocacy, community education and support to immigrant communities, as well as legal support, in general.

### **RESPONSIBILITIES & DUTIES OF THE POSITION**

#### **Case Management and Legal Services**

1. CLP is a non-hierarchical organization and all staff members play a key role in collective duties within the office including: daily operations, organizational development and governance.

2. Under the supervision of attorneys, prepare immigration forms, applications, and supporting documents, draft declarations and cover letters;
3. Conduct intakes, by phone and in person, and interview clients to gather or clarify information.
4. Translate forms, declarations, and foreign documents for clients (Spanish to English, English to Spanish).
5. Provide support to staff attorneys and other staff members as needed.
6. Perform legal research, including, obtaining statistics and information related in general to any immigration issue, reviewing government based websites related to immigration law or policy, carrying out statutory and case law review via traditional or non-traditional sources, and analyzing any other research issue deemed relevant.
7. Maintain deadlines using case management system.

### **Administrative Support**

8. Copy and mail applications to United States Citizenship and Immigration Services (USCIS) for legal staff
9. Send interviews, court hearing notices, fingerprints, and contact letters to clients.
10. Mail, email or scan files to requesting parties.
11. Support front desk with routing incoming calls and relay messages for staff attorneys and scheduling appointments.
12. Facilitate communication between front desk and attorneys.

### **Special Projects**

13. Represent Colectiva Legal del Pueblo at community events and functions when assigned.
14. Occasionally be requested to assist other staff members with other duties as assigned.

### **REQUIREMENTS & DESIRED SKILLS**

1. Commitment to CLP's organizational values, which can be found at [www.colectivalegal.org/our-story](http://www.colectivalegal.org/our-story).
2. Fluency in Spanish required. The position requires the ability to communicate daily through oral and written communication in both Spanish and English.
3. Must have ability to work independently and solve problems.
4. Must be able to prioritize tasks, work well under pressure and meet tight deadlines.
5. Reliable transportation required.

6. Ability to work some evenings and weekends.
7. Demonstrated commitment to immigrant rights and social justice issues.
8. 1-3 years of legal advocacy experience in Immigration law preferred, including experience providing direct services to clients in crisis; including survivors of trauma experiencing domestic violence, sexual assault, and human trafficking.
9. Ability to work cooperatively with others both within the organization and in the community.
10. Willing to work in a collective environment with consensus-based decision-making. Desire to invest in CLP's growth and development.
11. Flexibility to work evenings and weekends to facilitate or participate in community workshops and legal clinics, as needed.

## **COMPENSATION**

Salary is \$50,000/year plus annual cost of living salary increase. Benefits package includes paid professional membership and training fees, and generous paid time off, vacation and sick leave.

## **TO APPLY**

Please send resume, cover letter, responses to questions listed below, and list of three references to [jobs@colectivalegal.org](mailto:jobs@colectivalegal.org). All documents must be attached in PDF format in one email with "Paralegal Position" in the subject heading. Applications will accepted on a rolling basis until position is filled. No phone calls please.

## **SUPPLEMENTAL QUESTIONS**

**Please answer the following questions:**

1. Why do you want to work for Colectiva Legal del Pueblo? What draws you to this work? Answer in 500 words or less.
2. How do you define social justice and what is the role of community organizing in social justice work? Answer in 500 words or less.
3. What does working in a collective mean to you? Answer in 500 words or less.

\*\*\*\*\*

*CLP is an equal opportunity/affirmative action employer that provides equal employment opportunities to all qualified employees/applicants in all of our employment practices without regard to race, religion, color, sex or gender (including gender identity, pregnancy, childbirth, lactation), sexual orientation, national origin, ancestry, age, marital status, medical condition, physical or mental ability, or any other basis protected by law.*

*We encourage applications from people of color, immigrants, women, people with disabilities, members of the LGBTQ community and other traditionally underrepresented groups.*