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| Job Title: | Immigration Paralegal |
| Status: | 100% Full Time |
| Starting Salary: | Salary range: \$50,000-\$65,000, commensurate with experience |
| Reports To: | Legal Program Director |
| Program Address: | 3101 Mission St. Ste., 101 San Francisco, CA 94110 |

About CARECEN of San Francisco

CARECEN SF is a non-profit organization established in 1986. CARECEN SF empowers and responds to the needs, rights, and aspirations of Latino, people who migrate and under-resourced families in the San Francisco Bay Area – building leadership to pursue self-determination and justice. Rooted in its cultural strengths and born out of the Central American justice struggles, CARECEN SF envisions our diverse immigrant community as thriving, where families prosper, build effective community institutions and participate confidently in civic life.

CARECEN SF provides the following programs to the community: Immigration Legal Program, Health Promotions Program, Family Wellness Program, Second Chance Youth Program, and Tattoo Removal Clinic. For detailed information about our programs, please visit our website: www.carecensf.org.

About Immigration Legal Program:

Our attorneys and paralegal team are committed to providing high quality, pro-bono and low-cost immigration legal services to low-income people who migrate and their families. Our goal is to empower the immigrant community to counter xenophobic attacks and discrimination through education about local, state, and federal laws designed to protect individuals and families regardless of their immigration status.

Essential Duties and Responsibilities:

- Maintain caseload involving direct representation of individuals before the Executive Office of Immigration Review (detained and non-detained)
- Assist client in social service system navigation during immigration proceedings to ensure client's wellbeing and material support for immigration case
- Maintain accurate, complete, and confidential case files
- Prepare immigration forms, prepare application packet, and follow up with clients with their immigration processes
- Prepare Family and Probate Court forms and documentation to obtain SIJS predicate orders for eligible minors
- File in Immigration Court, Family Court, Probate Court, and United States Citizenship and Immigration Services (USCIS)
- Participate in administrative team meetings, agency meetings, collaborative/coalition meetings, AILA liaison meetings, community activities and trainings, as deemed appropriate
- Participate in CARECEN's immigration advocacy efforts as time permits



Required Qualifications:

- Minimum of two to four years of experience working as an immigration paralegal or legal assistant
- Minimum of two to four years of experience working in social service navigation and connection
- Strong writing skills required
- Strong knowledge of social service resources at the state and local level
- Strong problem-solving, and analytical skills
- Strong Bi-lingual (English and Spanish) language competency, including the ability to write basic correspondence in Spanish
- Ability to manage and prioritize workflow independently
- Ability to address ever-changing community legal needs within a limited resources context
- Commitment to work with immigrants and to advance immigrant rights movement, particularly among the Latino immigrant community in the Bay Area
- Knowledge and understanding of the political and historical context of migration from Central America and civil rights issues historically faced by immigrant communities in the U.S.
- Physical requirements: able to sit and work at a desk for up to 7.5 hours, lift up to 20 lbs, sufficient mobility to work in standard office/courtroom settings

Qualifications Criteria:

- Experience working with low income immigrant communities
- Experience handling asylum, SIJS, and U Visa in addition to having a broad knowledge of current immigration laws to effectively issue spot in consultations
- Excellent organizational, interpersonal, and communication skills
- Experience in working with clients in removal proceedings
- Ability to work effectively and collaboratively- strong team player
- Knowledge in basic PC applications (i.e. Word, Immigration Pro., Lawlogix)

Salary & Benefits

Competitive salary based on experience. CARECEN SF offers health insurance, dental and vision insurance, 401(k) + matching, long term disability, and life insurance. CARECEN SF offers professional development benefits, which include trainings and educational opportunities.

CARECEN SF is an equal opportunity employer and makes employment decisions based on merit, qualifications and competence. First Peoples, Afro-Latino, BIPOC, and LGBTQIA identified community members are encouraged to apply. Qualified applicants will receive full consideration without regard to age, race, color, religion, gender, sexual orientation or national origin.

How To Apply:

This is an immediate opening. Applicants are encouraged to apply as soon as possible.



Application Deadline: As Soon As Possible

Please submit a thoughtful cover letter, resume, short writing sample and 3 reference by email to Laura Sanchez - laura@carecensf.org

or by mail at the following address:

Attention: Laura Sanchez

CARECEN SF

3101 Mission Street, Suite 101

San Francisco, CA 94110

