



# CARECEN

## Central American Refugee Center

The Central American Refugee Center (CARECEN) is a non-profit that has served the immigrant community on Long Island for four decades through legal services, community education and advocacy. We seek a dedicated, detail-oriented Program Coordinator/Administrative Paralegal to join our robust, dynamic, and growing legal team. The Program Coordinator/Administrative Paralegal is a full-time, hourly, non-exempt position.

### Overview of the Role

The Program Coordinator/Administrative Paralegal will provide administration and coordination for CARECEN's Office of New Americans (ONA) Legal Counsel and Rapid Response programs, as well as limited client-facing substantive legal work. The Program Coordinator/Administrative Paralegal is primarily responsible for data collection and reporting, establishing and maintaining relationships with community partners, planning community outreach events and *pro se* legal assistance clinics, and administrative paralegal work.

### Primary Duties

- Program Development
  - Connect and build relationships with other organizations, associations, libraries, educational institutions, religious bodies, etc. on Long Island
  - Promote the services provided by CARECEN to the other organizations, associations, libraries, educational institutions, religious bodies, etc. on Long Island
  - Plan events between the organizations, associations, libraries, educational institutions, religious bodies, etc. in Long Island and CARECEN's legal teams
  - Work with the Immigrant Resource Program, the Community Outreach Coordinator, and the Welcoming New York Navigator to create and maintain a database of organizations, associations, libraries, educational institutions, religious bodies, etc. on Long Island
  - Coordinate with the Immigrant Resource Program, the Community Outreach Coordinator, and the Welcoming New York Navigator when connecting and building relationships with other organizations, associations, libraries, educational institutions, religious bodies, etc. on Long Island
  - Attend, when available and applicable, meetings and working groups on behalf of CARECEN to promote the organization's programming

- o Attend staff meetings and provide guidance and information on issues affecting the immigrant communities CARECEN serves
- o Maintain detailed records and report for grants as directed
- o Other duties as assigned
- Paralegal Duties
  - o Assist the paralegals in administrative duties and tasks, including client contact and communication; maintaining detailed logs; preparing, scanning, and sending submissions
  - o Track clients' work permit eligibility deadlines, schedule the work permit appointments, and draft the work permit applications to submit to the supervising attorney or DOJ accredited paralegals for review
  - o Draft, when and as necessary, the change of address forms and/or motions to change venue to submit to the supervising attorney for review
  - o Prepare and maintain detailed case notes in CARECEN's case management system
  - o Attend, when available, *pro se* assistance clinics to complete work permit applications, change of address forms, and/or change of venue motions
  - o Organize and archive paper and/or electronic documents
  - o Meet tight deadlines with efficiency, efficacy and professionalism
  - o Attend staff meetings and provide guidance and information on issues affecting the immigrant communities CARECEN serves
  - o Maintain detailed records and report for grants as directed
  - o Other duties as assigned

## Qualifications and Requirements

- Associate's Degree, Bachelor's Degree or relevant experience
- Excellent organizational, computer, research and communication skills
- Creative, collaborative, self-directed and detail-oriented
- Must be compassionate, exercise discretion, and possess cross-cultural sensitivity
- Able to quickly pivot to respond to urgent and emergent programmatic community needs
- Fluency in Spanish and English required

**Home Office:** Hybrid / based out of CARECEN's Hempstead and Brentwood office

**Supervisor:** Legal Director

**Compensation:** \$20.19 to \$26.00 hourly

- Full medical, dental, and vision insurance (up to \$1,050/month employer-paid premiums)
- Prorated PTO days, and prorated health/wellness days and generous holidays each year
- 401(k) matching
- Life insurance
- Disability and paid family leave insurance
- Staff-selected, employer-paid professional development opportunities

**How to Apply:** Email a detailed cover letter explaining why this job would be a great fit for you, a résumé and three (3) references to [jobs@carecenny.org](mailto:jobs@carecenny.org) with “Legal Coordinator” in the subject line. Applications will be reviewed on a rolling basis until the position is filled.

*CARECEN is an equal opportunity employer and embraces diversity.  
Immigrants, women, BIPOC, LGBTQ+ and persons from other traditionally marginalized groups are encouraged to apply.*