



# CARECEN

## Central American Refugee Center

### Job Description

The Central American Refugee Center (CARECEN-NY) seeks a dedicated, detail-oriented Paralegal to join our robust, dynamic legal team. CARECEN is a non-profit serving the immigrant community on Long Island and has worked on behalf of immigrants for nearly four decades through its Hempstead and Brentwood offices. The Paralegal is a full-time, hourly, non-exempt position.

### Role and Responsibilities

The Paralegal will be a key member of CARECEN's five member ONA Legal Counsel program, which provides critical pro bono legal services and legal education to immigrants across Long Island. The Paralegal will support program initiatives and work collaboratively with the ONA Legal Counsel program's four attorneys on direct representation, legal workshops, and other program activities.

### Primary Duties

- Draft legal documents, conduct legal research, and translate case documents
- Work collaboratively with other members of CARECEN's legal team to strategize about best practices and service provision for immigrants on Long Island
- Identify and maintain relationships with pro bono legal experts and community partners
- Support creation and maintenance of community resource referral hub
- Assist with creation and coordination of community-facing legal workshops and legal clinics
- Assist with client communication, as needed
- Maintain detailed case notes on individual cases, as needed
- Maintain detailed records and reporting data for grants, as needed
- Perform other duties as assigned

### Qualifications and Requirements

- One or more years experience in immigration law
- Associate's degree or Bachelor's degree
- Excellent organizational, communication, research and computer skills

- Ability to work well with a team and build relationships with community partners and legal experts
- Must be compassionate, exercise discretion, and possess cross-cultural sensitivity
- Fluency in Spanish and English required, fluency in other languages a plus

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

**Direct Supervisor:** Managing Attorney

**Compensation:** \$21.63 to \$24.04 hourly + full medical, dental, vision, disability, and paid family leave insurance, 21 PTO days, 5 health/wellness days, and generous holidays each year

**How to Apply:** *Email a detailed cover letter, resume, and three (3) references to [becca@carecenny.org](mailto:becca@carecenny.org) with "ONA Legal Counsel Paralegal Position" included 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.*