



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 with nearly forty years working on behalf of immigrants through legal representation, advocacy, outreach, education and community organizing through CARECEN's Hempstead and Brentwood offices. The P/T Paralegal is a part-time, hourly, non-exempt position.

Role and Responsibilities

The Paralegal will work with primarily low-income immigrants in Nassau and Suffolk counties, providing assistance with various low- and no-cost legal services at CARECEN under the direct supervision of the Managing Attorney. The Paralegal is primarily responsible for affirmative case work, including applications for naturalization, Deferred Action for Childhood Arrivals (DACA), naturalizations, family-based immigration, and adjustments of status, among others.

Primary Duties

- Conduct client screenings in person or virtually to determine eligibility for immigration benefits
- Prepare and maintain detailed case notes and submit cases to Managing Attorney for review
- Conduct basic legal research for cases as required
- Organize and archive paper and/or electronic documents related to pending, completed and ongoing cases
- Provide timely updates on changes in immigration law or case status to clients as directed
- Meet tight deadlines with efficiency, efficacy and professionalism
- Process payments for relevant paid legal services, if applicable
- Attend staff meetings and provide guidance and information on issues affecting the immigrant communities CARECEN serves
- Participate in ongoing professional development with the goal of obtaining DOJ accreditation
- Maintain detailed records and reporting for grants as directed

Qualifications and Requirements

- Excellent organizational, computer, research and communication skills
- Creative, collaborative, self-directed and detail oriented
- Some knowledge of immigration law or willingness to learn
- Must be compassionate, exercise discretion, and possess cross-cultural sensitivity
- Associate's degree, Bachelor's degree or relevant experience
- Fluency in Spanish and English required

Home Office: Hybrid - based out of CARECEN's Hempstead office

Direct Supervisor: Managing Attorney

Compensation: \$19.00 - \$21.00 hourly (24 hrs per week) + 5 health/wellness days, prorated PTO, and generous holidays each year

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 becca@carecenny.org with "P/T Paralegal" 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.