

---

POSITION TITLE: Paralegal - Migrant Relocation Program

REPORTS TO: Director of Legal Programs

Hours/Week: 40 hrs

---

**Background:**

Since 1993, SEPA Mujer has provided safe spaces for empowerment, leadership development, civic engagement and legal assistance as the only Latina Rights Organization dedicated for social change, women's rights, immigrant rights among others by way of unique training, workshops, monthly meetings, presentations, tabling, and action-oriented engagement.

**Description:**

SEPA MUJER'S INC., a non-profit organization, seeks a paralegal for the Migrant Relocation Assistant Program (MRAP). The paralegal will report to the Director of Legal Programs. The MRAP paralegal will have experience with Special Immigrant Juvenile Status (SIJS), asylum, U and T visas, VAWA, TPS, family based petitions, etc. and will conduct initial intakes; meet weekly with the Director of Legal programs to develop a course of action strategy on each respective case. The MRAP paralegal will prepare immigration forms and/or petitions. In addition, the MRAP paralegal may present before community members in community based legal clinics both in western and eastern Suffolk county, knowledge of immigration law is necessary.

**Essential Duties and Responsibilities:**

- Conduct initial intakes and in order to develop a course of action strategy regarding the immigration remedy and/or relief from removal which will be provided to the client.
- The MRAP paralegal will meet with the Senior supervising attorney to discuss and develop a course of action and strategy for MRAP participant's immigration case and/or matter.

- Comply with all program reporting requirements, which may include but is not limited to updating case notes in the Immigration Case management system and MRAP program spreadsheet on a weekly basis for assigned cases.
- Maintain and update electronic files in Lollylaw , as well as physical case files.
- Conduct community based presentations, and workshops, as directed.
- Other job-related duties as assigned.

**Hours: Full time**

**Salary: Competitive**

**Qualifications:**

- A paralegal certificate and/or two years of experience in the Immigration Field.
- Associate Degree and/or Bachelor's of Arts;
- Fluency in English and Spanish or other languages is strongly preferred.
- Knowledge of Microsoft Suite with an emphasis on Excel

*SEPA MUJER, INC. is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristics protected by law.*