



SERVICIOS PARA EL AVANCE DE LA MUJER
SERVICES FOR THE ADVANCEMENT OF
WOMEN

110 N Ocean Avenue, Patchogue NY 11772

Phone: (631) 980-2555, www.sepamujer.org

POSITION TITLE: Bilingual Paralegal

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 to social change, women's rights, and 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 its legal department. The paralegal will report to the Director of Legal Programs. The paralegal will have experience with Special Immigrant Juvenile Status (SIJS), asylum, U and T visas, VAWA, TPS, family-based petitions, work permits, 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 paralegal will prepare immigration forms and/or petitions. In addition, the 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 to develop a course of action strategy regarding the immigration remedy and/or relief from removal which will be provided to the client.
- The paralegal will meet with the Senior supervising attorney to discuss and develop a course of action and strategy for the participant's immigration case and/or matter.
- Comply with all program reporting requirements, which may include but are not limited to updating case notes in the Immigration Case management system and program spreadsheet every week 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.

Qualifications:

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

Benefits and Perks:

Besides a competitive salary, we offer the following benefits:

Health insurance coverage after three months of employment.

Vision and Dental insurance coverage.

Flexible Spending Account (FSA)

Retirement Plan

Annual Paid time off and holidays: 10 PTO days, up to 5 additional days for sick time, and 11 holidays per year. (see handbook for details).

Wellbeing / self-care package

Professional development opportunities

A dynamic and inclusive work environment.

The summer schedule, including Fridays off, is evaluated annually by the Board of Directors and the Executive Director.

Holiday Vacation: The office is closed from December 24th to January 1st.

Hours: Full time

Salary: 52,000 -58,000

Deadline to Apply: December 1st, 2024

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.