



Job Announcement:

Legal Assistant

National Immigration Project of the National Lawyers Guild (NIPNLG)

Location: Washington DC preferred; may consider remote or partially remote work

Organizational Background

The National Immigration Project is a national membership organization of lawyers, law students, legal workers, advocates, and jailhouse lawyers working to defend and extend the rights of all noncitizens in the United States, regardless of immigration status.

NIPNLG works to protect the rights of all, including noncitizens entangled within the criminal legal system, victims of government abuse and misconduct, and those facing summary removal. We develop cutting-edge strategies including litigation and advocacy to respond to unlawful immigration enforcement, government overreach, and efforts to erode immigrants' rights. Marking our 50th anniversary year in 2021, NIPNLG remains at the forefront of the struggle for immigrant rights, dignity, and justice.

NIPNLG works both independently and collaboratively with immigration advocacy organizations across the U.S. to educate and strengthen the capacity of immigration professionals and immigrant organizations to defend immigrant rights, while promoting public policy change through litigation, advocacy, and support for community organizing on the ground.

Position Summary

The Legal Assistant will work under the supervision of the Director of Legal Resources & Training and play a key role in supporting the organization's legal work. The position is responsible for coordinating the organization's Continuing Legal Education (CLE) trainings and law-related events in collaboration with operations and program staff, and providing critical legal and administrative support to its dynamic team of attorneys.

You are an ideal candidate if:

- You have excellent program/event planning and execution skills, preferably with regard to legal trainings.
- You have experience assisting with legal work, preferably related to immigration.
- You have excellent communication skills and an ability to communicate with different types of stakeholders.
- You have a passion for creating and maintaining systems to ensure NIPNLG's trainings and legal work run smoothly.
- You have a demonstrable passion for social justice and alignment with NIPNLG's mission and core values.
- You readily accept and incorporate feedback and challenge yourself and others to find creative solutions to dilemmas.
- You have a proven ability to work with a team in a collaborative way while ensuring that deadlines are met.
- You have strong attention to detail.
- You have a high degree of comfort with technology, including Microsoft Office, Google Suite, Zoom, and databases.
- Fluency in languages in addition to English is an advantage.

Core Responsibilities:

Coordination and execution of CLE trainings and law-related events (50%)

- Coordinate the delivery of NIPNLG's customized, interactive legal and community-facing trainings, including CLE trainings.
- Work with program staff to develop agenda and materials.
- Work with operations staff to set up events page, registration, and other logistics for law-related events.
- Organize and obtain relevant information from panelists.
- Submit CLE applications in a timely way and follow up on all CLE-related logistics.
- Coordinate the preparation of outreach/promotional and other information/educational materials for law-related events in collaboration and consultation with relevant staff.
- For in-person trainings and law-related events, research and assess appropriate event venues, book event spaces, and act as liaison with venue and vendors.
- Coordinate webinars, livestreaming and AV/tech as needed, and follow up with attendees after events.
- Manage and update organizational training and law-related event calendar.
- Work with staff as directed to ensure updating of databases of members and event attendees.
- Work with operations staff to develop and manage processes for feedback on NIPNLG's trainings and law-related events.
- Additional related administrative tasks in support of CLE and other law-related event organizing.

Support for NIPNLG's legal work (50%)

- Assist NIPNLG staff with legal admin tasks, including managing programmatic electronic filing system; updating organizational email lists; redacting legal documents; filing court documents; and preparing for depositions.
- Coordinate responses to mail from incarcerated individuals requesting referrals and resources.
- Help create and support systems for legal support requests and case management.
- Maintain and ensure the accuracy of NIPNLG's litigation docket and calendar, and organize and maintain litigation and policy files.
- Assist communications and operations staff in the development and maintenance of website and other public information outlets as it relates to the organization's legal work.
- Conduct factual research and/or client interviews and declaration drafting in connection with prospective or ongoing litigation, policy matters, or public education efforts.
- Work on special projects and other duties as assigned by the Director of Legal Resources & Training.

Compensation & Location

Salary in \$50,000 range, commensurate with experience. Excellent benefits, including medical, dental, retirement, and generous vacation and leave time. This is a full-time non-exempt union (National Organization of Legal Services Workers (NOLSW), UAW Local 2320, AFL-CIO) position. NIPNLG is headquartered and has an office in Washington DC, with many staff working remotely. This position would ideally be based in our office in Washington, DC, but remote or partially remote work may be considered (please indicate your preference in your cover letter).

To apply:

Submit cover letter, resume, and three references in a single PDF to jobs@nipnlg.org. Include "Legal Assistant" in the subject of email. Position open until filled, although applicants are encouraged to apply as early as possible. No phone calls please.

NIPNLG is an Equal Opportunity Employer that actively recruits women, Black, Brown, Indigenous, and other People of Color, persons with disabilities, persons of diverse gender and sexual identities, immigrants, and formerly incarcerated persons.