

IMPOWER

Building legal power for immigrants.

Position Title: IMPOWER Labor-Based Deferred Action Paralegal

Classification: Full-Time, limited term position (one year)

Compensation: \$59,800 - \$65,000 (depending on experience), plus generous benefits

Paralegal

The National Immigration Project seeks a highly motivated Spanish-speaking Paralegal for a full-time, temporary position, for our new collaboration with IMPOWER, a group of labor unions dedicated to protecting immigrant workers' rights. Supervised by the Director of Legal Resources and Training, the Paralegal will support a Staff Attorney representing workers associated with AFL-CIO affiliated unions who have suffered labor abuses at work and are eligible to apply for labor-based deferred action. The labor-based deferred action program is a new form of temporary immigration protection for workers involved in workplace investigations or disputes.

Without a guarantee of protection, workers without permanent immigration status may otherwise be reticent to speak up for their rights because of fear of immigration-based retaliation. Labor-based deferred action fills this vital gap by providing temporary immigration protections, including work authorization, for workers involved in workplace investigations or disputes. The Paralegal will work to support the Staff Attorney in helping to conducting outreach and interviewing workers, preparing applications, and assisting with case management.

We are especially looking for a movement-oriented candidate who has experience working with Spanish-speaking or immigrant workers, whether in the immigration or labor context. Familiarity with USCIS and the filing of affirmative applications is a significant plus.

This position will be based in Washington, DC. While we anticipate that most work will take place in Washington DC and most clients will be interviewed remotely, the ideal candidate would be open to some travel in the event that meeting with larger groups becomes desirable.

This position currently has a duration of one year; however, there is a possibility of extension.

Organizational Background

The National Immigration Project is a national membership organization of attorneys, advocates, and community members driven by the belief that all people should be treated with

dignity, live freely, and flourish. For over 50 years, the organization has litigated, educated, advocated, and built bridges across movements so that those who are most harmed by the immigration and criminal systems are uplifted and supported. The work of the organization has included a focus on workplace rights and the ability of laborers who are non-citizens to assert and protect their rights.

IMPOWER is a collaboration between several unions in the building trades that aims to guarantee the right of all workers, regardless of immigration status, to decent work without fear of retaliation. Recognizing that an injury to one is an injury to all, IMPOWER seeks to raise labor standards for all workers, immigrant and non-immigrant, by ensuring that immigrant workers feel empowered to report violations of labor and employment law, participate in processes before labor agencies, and organize and bargain collectively.

Responsibilities include

- Managing legal intakes for workers referred for labor-based deferred action screenings
- Assisting with completion of Freedom of Information Act and other records requests
- Assisting with drafting letters to agencies and clients
- Assisting with completion of application forms for labor-based deferred action and employment authorization
- Compiling and mailing applications for labor-based deferred action and employment authorization
- Managing and tracking client cases and progress of applications and renewals using case management software

Qualifications Required

- 1-3 years of experience assisting legal work, preferably related to immigration or labor law
- Fluency in Spanish

Qualifications Desired

- Experience preparing and filing affirmative applications for relief with USCIS
- Experience working with Spanish-speaking or immigrant workers
- Knowledge of other languages

Compensation & Location: Salary in the \$59,800 - \$65,000 range, commensurate with experience. Excellent benefits, including medical, dental, retirement, and generous vacation and leave time. This is a full-time limited term one-year exempt union position. All National Immigration Project union staff are represented by the National Organization of Legal Services Workers (NOLSW), UAW Local 2320, AFL-CIO. We are headquartered in Washington, DC. This position will be based in the AFL-CIO offices at 815 Black Lives Matter Plaza NW, Washington, DC.

To apply: Submit the following in a single PDF to jobs@nipnlg.org. Include "IMPOWER Labor-Based Deferred Act Paralegal" in the subject of the email. Position open until filled; applicants are encouraged to apply as early as possible. No phone calls please.

- Cover letter
- Resume
- Short writing sample
- Name and contact information of three references

National Immigration Project 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.