



Mano a Mano
Family Resource Center

Job Title: Immigration Legal Assistant

Reports to: Engaged Citizens Program Coordinator

Program: Engaged Citizens Program

Employment Status: Full Time - 40 hours/week

Locations: Round Lake Park, IL and Zion, IL

Salary: Negotiable depending on experience. Includes eligibility for health benefits and paid leave. *Note:* this is a grant-funded position; continued employment depends on performance and availability of funds.

Founded in 2000, Mano a Mano is an immigrant-based, community development organization whose mission is to empower immigrant and underserved families of Lake County, Illinois to become full participants in American life by providing quality programs and services that educate and establish links to essential community resources. We implement this mission through our four programs: Healthy Families, Productive Parents, Successful Children, and Engaged Citizens. Our work is sustained by our respect for human dignity and our belief in the equality of all people. Located in Round Lake Park, Mano a Mano serves approximately 4,000 immigrants annually from across Lake County and surrounding areas. Mano a Mano is recognized by the Board of Immigration Appeals (BIA) to practice immigration law before the Department of Homeland Security through accredited staff members.

The Position:

The Immigration Legal Assistant will be support the preparation and submission of immigration benefit applications to DHS/USCIS through case management and client communication management. Upon hire and with the support of the agency, he/she will receive technical immigration legal services preparation. The Immigration Legal Assistant will work closely with the Engaged Citizens Program Coordinator, other immigration legal staff, and volunteers to provide comprehensive immigration legal and case management services for Lake County immigrant families, delivering these services with a focus on excellent customer service, high quality work, and cultural/linguistic competency.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Case Management:

- Educates clients on the process of opening a case with Mano a Mano and ensure compliance with the Immigration Legal Services procedures established;
- Works directly with clients to gather and prepare case documentation and evidence;
- Identifies additional client immigration legal needs and makes referrals to other BIA Accredited Organizations and attorneys specialized in Immigration Law ;
- Develops community education materials on immigration topics and current events;
- Provides direct outreach to immigrants in Lake County in need of immigration legal services;
- Conducts information sessions throughout the community to inform on the Immigration Legal Services offered by Mano a Mano; and
- Provides educational presentations on the different forms of immigration relief to community members.

Administrative:

- Ensures compliance with program related grant requirements;
- Participates in program planning, monitoring, and evaluation;
- Ensures compliance with organization policies and procedures; and
- Prepares clear and concise reports.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, must be completely fluent in English and Spanish (written and verbal), must demonstrate excellent people and communications skills, sensibility to people's needs, good understanding of immigrants' issues, must be a team player, self-starter, able to self-manage, and have strong computer skills (MS Office, Excel, Outlook, and PowerPoint). Position also requires regular use of computers (desktop and laptop), scanners, fax machines, and other technology.

This is a professional position and requires an Associate's or Bachelor's Degree in Paralegal studies, Human Services or related field and previous administrative or office experience. Extensive administrative experience will be considered as a substitute for a degree in certain cases. Note: while previous experience in immigration law is not a requirement, applicants with experience should note any previous immigration legal services training on resume.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to;

- Operate office equipment such as but not limited to a computer, printer, scanner, fax
- Use a computer for extended periods of time
- Must be able to remain in a stationary position for extended periods of time

*Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. This job description is subject to change at any time.

APPLICATION INFORMATION:

To apply please submit cover letter, resume, and three professional references to:

Jael Mejia
Engaged Citizens Program Coordinator
jmejia@mamfrc.org
No phone calls

Interviews will be held in Spanish and English.

Mano a Mano Family Resource Center is an EEO employer who provides employment opportunities either salaried or volunteered regardless of sex, race, religion, national origin, age or disability.

Mano a Mano, Family Resource Center has an affirmative policy to maintain the work place free of sexual harassment and intimidation.