

FULL TIME BI-LINGUAL PARALEGAL BATAVIA, NY OFFICE

The ECBA Volunteer Lawyers Project, a non-profit legal services organization, seeks a Spanish speaking paralegal for our law office in Batavia, NY.

Duties/Responsibilities:

- Perform client intakes and filings, as directed, at the Buffalo Federal Detention Facility
- Assist attorneys with country conditions research and translations as well as preparing motions, compiling hearing evidence, gathering bond evidence, etc.
- Maintain client files
- General office support work – data entry, filing, photocopying, phones, mail, etc.

Local travel to and from the Buffalo Federal Detention Facility is required as well as occasional trips to the Buffalo office. Valid driver's license and access to a reliable vehicle are required.

Requirements/Skills - Required:

- Fluency in Spanish
- Ability to collect and manage data
- Ability to work independently, as well as collaboratively, with VLP staff and a variety of other partners, including volunteer attorneys, student interns and court staff
- Excellent verbal and written skills in Spanish and English
- Ability to multitask and be flexible in an office with high volume that moves at a quick pace
- Must be organized and capable of tracking work carefully for the purpose of grant and contract reporting requirements
- Experience with Microsoft Office (Word, Excel, Outlook)
- Knowledge of basic office technology such as mailing, faxing, scanning, and copying
- Sincere ability and desire to work with low-income immigrants and their families
- Positive attitude and a willingness to learn immigration law and procedure

Requirements/Skills – Preferred (not required):

- Paralegal degree or certificate
- Prior immigration law experience and/or prior experience as a paralegal
- experience with Microsoft Access

TO APPLY: Please send a resume with a cover letter clearly explaining your interest and qualifications. Include contact information for 3 references and send your materials to: Cheryl Wilmet, Office Manager, ECBA Volunteer Lawyers Project, Inc. at cwilmet@ecbavlp.com. **We will be accepting applications until the position is filled.**

VLP is an equal opportunity employer. Salary depends upon experience. Excellent benefits including fully paid health insurance, a cafeteria plan for dependent care and transportation costs, long term disability insurance, life insurance, 403b plan, Simple Employee Pension Plan, and generous leave time. Employee paid dental insurance is also available. The work atmosphere is congenial, respectful and flexible.

For information on VLP, see www.ecbavlp.com