

## **FULL-TIME BI-LINGUAL IMMIGRATION CLINIC COORDINATOR** **BUFFALO, NY OFFICE**

The Erie County Bar Association Volunteer Lawyers Project (VLP) is seeking one (1) full-time **Spanish** speaking immigration clinic coordinator for our law office in Buffalo, NY. This position will staff a legal clinic located in the Buffalo Immigration court and handle work under a grant with the Office for New Americans. Coordinators work with VLP attorneys and volunteers to represent non-detained clients in humanitarian immigration work including affirmative and defensive asylum, VAWA petitions, T Visas, Naturalization and other matters.



VLP is a mixed model civil legal services program that coordinates direct representation by pro bono attorneys and by our staff attorneys. The Buffalo office handles a wide variety of civil legal services, with a focus on involving pro bono lawyers in the delivery of our services to clients. We have two offices, one in Buffalo, NY and the other in Batavia, NY. *This position will work out of our Buffalo, NY office at least three (3) days per week, one of which must be a Wednesday. The other two (2) days per week may be done remotely.* No paralegal or immigration experience is required.

### **Duties/Responsibilities:**

- Staff in-person legal clinic at Buffalo Immigration Court.
- Perform client screening/intakes and callbacks
- Assist with walk-in clients
- Provide interpretation and translation assistance
- Assist attorneys with client contact including phone calls, gathering client documentation, etc.
- Assist with preparation of referrals to pro bono attorneys
- File maintenance and destruction
- General office support work – data entry, filing, photocopying, scanning, phones, mail, etc.
- Assist with preparing immigration applications under attorney/accredited representative supervision
- Assist with outreach and training events and attend some
- Local Travel may be required

*On the job training. Valid driver's license and access to a reliable vehicle are required.*

### **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
- Ability to problem solve and see complex tasks through to completion
- 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
- Sensitivity to working with survivors of trauma

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- Positive attitude and a willingness to learn immigration law and procedure

**Skills – Preferred (not required):**

- Prior immigration law experience and/or prior experience as a paralegal

**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: Kimberly Lewis, HR Manager, ECBA Volunteer Lawyers Project, Inc. at [klewis@ecbavlp.com](mailto:klewis@ecbavlp.com). **We will be accepting applications until the position is filled.**

**Salary/Benefits:**

- Starting salary is \$41,600- \$43,264
- **Employer paid benefits** Pension contributions, notary application and renewal, Employee Assistance Program
- Other Benefits available through pre-tax employee contributions: FSA, Dependent Care FSA, transportation account, 403b plan
- Eligibility for public service loan forgiveness
- A respectful work environment with a true **Work/Life balance:**
  - 14 paid holidays
  - 11 vacation days and 2 personal days in year one
  - 15 vacation days and 4 personal days in year 2 (vacation caps at 23 days starting in year 6)
  - 1 hour paid lunch if working more than 4.5 hours each day
  - Discourages weekend work, encourages utilizing PTO
  - Dedication to diversity and inclusion

*VLP is an equal opportunity employer and welcomes all to apply. Employer recruits without regard to age, race, color, creed, religion, national origin, immigration or citizenship status, pregnancy-related condition, predisposing genetic characteristics, sex, gender identity or expression, sexual orientation, marital and familial status, domestic violence victim status, disability, military status, or protected veteran status.*

For more information, visit our website at [www.ecbavlp.com](http://www.ecbavlp.com)

For a job description, [click here](#)