

BI-LINGUAL IMMIGRATION PARALEGAL **BATAVIA, NY OFFICE**

The Erie County Bar Association Volunteer Lawyers Project (VLP) is seeking 1 full-time **Spanish** speaking immigration paralegal for our law office in Batavia, NY. This office handles work under the Office of New Americans (ONA) State contract at the Buffalo Federal Detention Facility in Batavia. Paralegals work with VLP attorneys, social workers, and other paralegals to represent detained clients. This is a public defender model program where we represent all detained people that are facing deportation and are not otherwise represented.



This position will work out of our Batavia, NY office with the ability to work a hybrid remote/in-office schedule after the successful completion of the 3-month introductory period. Office culture values work/life balance with reasonable working hours and discourages weekend work. Generous PTO and benefits.

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.

On the job training. 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

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. **We will be accepting applications until the position is filled.**

Salary/Benefits:

- **Salary** range starting at \$44,150 to \$47, 752.64 based on years of relevant work experience
- **Employer paid benefits** including fully paid health insurance premiums, a Health Reimbursement Arrangement account, long-term disability insurance, life/AD&D insurance, Pension contributions, and an Employee Assistance Program
- Other Benefits available through pre-tax employee contributions: Dental insurance, 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 1
 - 15 vacation days and 4 personal days in year 2 (vacation caps at 23 days starting in year 6)
 - 10 sick days each year
 - 1 hour paid lunch if working more than 4.5 hours each day
 - Flexible schedules
 - Ability to work remotely up to 2 days per week (after the successful completion of the 3-month introductory period)
 - 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 information on VLP, see www.ecbavlp.com

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