



Immigration Paralegal

About Us: Building One Community ("B1C") is a non-profit organization established in 2011 as a comprehensive resource center for immigrants in the Stamford, Connecticut area. B1C's mission is to advance the successful integration of immigrants and their families.

Our Immigration Legal Services ("ILS") department began in 2017 and has served more than 750 families and individuals with affirmative applications before the U.S. Citizenship and Immigration Services, such as naturalization, adjustment of status, DACA/TPS, consular processing, VAWA and U visas. In 2021, ILS began representing people in removal proceedings.

Position summary: We seek an experienced Full-Time **Immigration Paralegal** to join ILS. The Paralegal will work closely with our immigration attorneys and other legal staff to interview potential clients and help prepare applications, briefs and other government submissions. This non-exempt Full-Time position requires 40 hours per week and allows for one remote day at the discretion of the Immigration Legal Services Director.

Essential Duties:

- Work closely with immigration attorneys to prepare applications, affidavits, pleadings, court briefs, motions, and other court submissions
- Participate in screening and intake interviews with potential clients
- Maintain contact with clients we are representing
- Conduct legal research
- Manage calendars and deadlines for the legal team
- Keep up to date client case files, both physical and electronic
- Adhere to professional standards of legal ethics

Required Qualifications:

- B.A. or Paralegal Certification
- Minimum of two years' experience working in family-based or removal immigration law
- Written and oral fluency in English
- Written and oral fluency in Spanish and/or Haitian Creole, a plus
- Solid knowledge of Microsoft Office software

- Strong written and oral communication skills
- Ability to work well under pressure and meet deadlines
- Exceptional attention to detail and organization
- Proven ability to work both independently and in a team setting
- Strong commitment to B1C's mission

To apply for this position, please submit your resume to jobs@b1c.org; no telephone calls please.

Building One Community is an Equal Opportunity Employer