

Job Description: Legal Assistant
Program: Immigration Law Clinic

The Legal Assistant will interact with and actively assist members of Charlotte's rapidly growing immigrant and refugee population, gaining cross-cultural experience, knowledge of the immigration law, and understanding of the immigrant and refugee population needs. The Legal Assistant will work under supervision of the Legal Clinic Aide and the legal team members. This opportunity is great for those interested in working in the field of immigration law and litigation, nonprofit work with immigrants and refugees, immigration issues advocacy and community organizing, public policies, and social work. Volunteers will additionally benefit from this experience as a result of gaining office management, client services, client information management, calendar management, and legal documents drafting skills.

Responsibilities:

- Assist potential clients with inquiries about Law Clinic and its procedures
- Assist with new client intakes following outlined procedures
- Inquire about the status of client cases with the customer service office of US Citizen and Immigration Services (USCIS) and update client records
- Manage client data as a step in preparing drafts of immigration documents
- Administer client files and legal documents
- Manage client appointment calendar
- Answer the phone and assist callers
- Assist with promotion and outreach for the ESL educational programs and events and other programs offered by International House
- Perform other tasks as needed
- Dress business casual – no jeans

Qualifications

- Interest in immigration law
- Flexibility and commitment to help where needed
- Desire to work with immigrants
- Computer literacy (proficiency in MS Office and Google Docs)
- Excellent work ethic and communication skills
- Proficiency in Spanish, Arabic or French language highly desirable

Time Commitment

- Minimum of 12-15 hours per week, Monday through Friday
- Availability on at least one of these days: Tuesday, Wednesday, Thursday
- At least one semester (3-4 months)

To apply, please submit the following documents to Samantha Williams, AmeriCorps ACCESS Volunteer Coordinator, swilliams@ihclt.org. In the subject line, please indicate **Legal Assistant**.

1. Resume
2. Volunteer Application (can be accessed at <http://www.ihclt.org/volunteer.php#law>)