

Legal Assistant (based in Baltimore)

Position:

Just Neighbors seeks a full-time Legal Assistant, passionate about working with immigrants and refugees, who will ensure accurate completion of every day administrative and legal tasks of a legal nonprofit. The legal assistant will work closely with legal and non-legal staff to perform their duties and will work in-person in Baltimore for a minimum of 3 days per week during regular office hours (M-F, 9:00am-5:00pm) with an option to work remotely for the remainder of the work week. The applicant must be fluent in English and Spanish.

How to Apply:

Deadline: Position open until filled. Candidates must email a cover letter and resume to office@justneighbors.org with "Legal Assistant" in the subject line.

Who We Are:

The mission of Just Neighbors (www.justneighbors.org) is to provide high-quality immigration legal services to low-income immigrants, asylees, and refugees in Washington, DC, Maryland, and Virginia; and, to build community among clients, staff, volunteers and the larger society through education, advocacy, and volunteerism. It was founded in 1996 to develop a practical response to the legal challenges immigrants face in the U.S. As a community-based 501(c)(3) organization, Just Neighbors has provided immigration legal services to thousands of low-income immigrants and refugees of all faiths and nationalities for 30 years. Headquartered in Annandale, we also have satellite offices in Montgomery and Baltimore counties in Maryland and in Warrenton, Waynesboro, and Winchester in Virginia. Just Neighbors accomplishes this work efficiently and cost-effectively with a staff of 23 and over 200 volunteers. In addition to direct legal services, Just Neighbors engages community leaders, organizations, and community members through volunteerism and education about immigration law and policies.

Responsibilities:

- Responsible for scheduling and confirming client appointments (in-office appointments, biometric appointments, etc.) for the Maryland programs, as well as referring out potential clients when programs are at capacity
- Ensure that legal case tasks are completed, including but not limited to:
 - Entering case information into electronic case management system; opening, closing, organizing and maintaining client case files; assisting with mailings; creating case packets
- Perform administrative tasks and support staff and legal staff with day-to-day duties (such as track USPS mail delivery, print passport photos, fingerprint clients, client coordination, data entry, mailings etc.)
- Assist staff and volunteer attorneys in preparing client applications, materials, and documents, and accessing information in client files
- Provide back-up support when volunteers are not available in terms of interpretation, client intakes, social services referrals, etc.
- Liaison with clients about their case under the supervision of Attorney
- Receive and assess community referrals to and from Just Neighbors
- Provide "warm handoffs" to other non-legal community resources
- Represent Just Neighbors in community meetings and partnerships as needed
- Participate in outreach activities and information sessions for immigrants and social services agencies (outreach may require occasional evening and weekend events)
- Manage Baltimore office including opening/closing office, supporting volunteers, keeping supplies stocked and attending to walk-in clients and deliveries.

- Complete other duties as assigned

Qualifications:

- Bachelor's degree or equivalent administrative experience
- Fluent in Spanish and English (spoken, written and reading comprehension)
- Proven success with administrative tasks
- Competency with technology and strong computer skills; demonstrated skill in Microsoft Office Suite products. Familiarity with Salesforce and legal case management systems is a plus
- Excitement with working with volunteers
- Interest in/knowledge of the immigration legal field and working with people from different backgrounds and life experiences
- Ability to multitask
- Ability to take initiative and work independently and collaboratively with others at all levels
- Excellent organizational and communications skills in-person and on the phone
- Ability to maintain confidentiality and handle sensitive information
- Commitment to the mission and culture of Just Neighbors and sensitivity towards the needs of our culturally diverse clients

Salary range is \$50,000-\$65,000 contingent on experience and qualifications. Compensation is determined by established, non-negotiable salary bands and objective criteria relevant to the position. Just Neighbors offers a flexible working environment as well as excellent benefits including generous paid time off (20 vacation days, 10 personal days, and 17 holidays), fully paid health insurance, employee assistance program, and an 8% contribution to 403(b) retirement plan. Just Neighbors is an Equal Opportunity Employer; we are committed to building a team that represents a variety of backgrounds, perspectives, and skills. We believe the more inclusive we are, the better we are able to assist clients. We welcome applicants of all religions, gender-identities, races, ethnicities, ages, physical abilities, and sexual orientations.