



About the Latin American Association

Founded in 1972, the Latin American Association (LAA) is the longest serving and largest provider of social and immigration legal services in Atlanta's Latino community. Last year, our services and programs impacted more than 40,000 individuals.

The LAA is a 501(c)(3) nonprofit organization.

Vision: Opportunity for All

Mission: To empower Latinos to adapt, integrate and thrive

Job Title: Paralegal
Focus Area: Immigration
Reports to: Managing Director of Immigration
Status: Full-Time/Salaried/Exempt
Location: LAA Dalton Office

*****THIS POSITION IS LOCATED IN DALTON, GEORGIA*****

Position Purpose: The Latin American Association (LAA) seeks a talented legal professional to provide support and direct legal services for the organization's immigration attorneys and community members in the LAA's new office in Dalton.

Duties and Responsibilities:

- Conduct client intake and schedule new client consultations for attorney
- Provide attorney support and services for program applicants
- Assist with follow-up appointments with clients to complete necessary forms and applications
- Assist with collection of supporting documentation, including civil documentation and criminal dispositions
- Prepare applications and supporting evidence
- Manage client case files
- Document communications and filings in program database
- Provide follow-up communication regarding correspondence from USCIS and other relevant agencies
- Communicate with USCIS and other relevant agencies where required
- Provide translation services of client documentation where required
- Serve as interpreter for client interviews at USCIS
- Maintain client confidentiality at all times

Qualifications:

- ***Fluency in English AND Spanish REQUIRED (both written and spoken)***
- Bachelor's degree in related field required



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- Experience as a paralegal, providing legal services and/or working in a legal setting
- Strong organizational skills and attentive to detail
- Ability to multitask and work in fast-paced environment
- Strong interpersonal and communication skills, oral and written
- Strong analytical and writing skills
- Excellent computer skills and office administration skills
- Sensitive to needs of low-income and culturally diverse clientele
- Experience working with immigrant communities preferred

Applicant may be required to successfully pass a background check, including education verification, criminal history and DMV history, as a condition of employment.

Compensation: Competitive salary and benefits commensurate with experience.

To apply, submit cover letter and resume to dschaefer@thelaa.org.

This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions and perform other related duties as may be required by their supervisor. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Submit resumes and qualifications to dschaefer@thelaa.org



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Learn more about the LAA at www.thelaa.org.

Human Resources Department

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thelaa.org

Atlanta Outreach Center

2750 Buford Hwy. • Atlanta, GA 30324
Tel: 404.638.1800

Norcross Outreach Center

128 Lawrenceville St. • Norcross, GA 30071
Tel: 678.205.1018