



Latin American
Association

Latin American Association
Human Resources
Revised 06/2020

About LAA: The mission of the Latin American Association (LAA) is to empower Latinos to adapt, integrate and thrive. Our vision is 'Opportunity for all.'

Founded in 1972 to serve Atlanta's then-emerging Latino population, the LAA has grown to become the region's leading agency representing Latino issues. The LAA invests in individuals' and families' abilities to pursue education, employment and other opportunities that lead to improved economic stability and quality of life. Our 44 year history and community-based mission render the organization truly unique in its work and capabilities. The LAA stands as the oldest, most trusted and only fully bilingual organization in the region focused exclusively on the needs and concerns of the Latino community.

Serving nearly 55,000 individuals each year, the LAA offers Atlanta area Latinos an extensive range of evidence-based services, programs and supports to help them fully and successfully integrate into the community. Our focus areas & programs include: Family Well Being; Economic Empowerment; Immigration Legal Services; Youth Education and Advocacy.

Job Title: Paralegal
Department: Immigration Services
Reports to: DOJ Accredited Representative or Staff Attorney
Status: Full-Time/Salaried/Non-Exempt

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, DOJ representatives, and community members in the LAA's Atlanta office.

Duties and Responsibilities:

- Conduct client intake and schedule new client consultations
- 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
- Prepare applications and supporting evidence
- Manage client case files
- Document communications and filings in case management system
- Provide follow-up communication regarding correspondence from relevant agencies
- Communicate with USCIS and other relevant agencies
- Provide translation services of client documentation where required
- Serve as interpreter for client interviews at USCIS
- Maintain client confidentiality at all times



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Qualifications:

- Fluency in English AND Spanish REQUIRED (both written and spoken)
- Knowledge of a third language a plus
- Bachelor's degree in related field
- 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
- Any other duties that may arise in carrying out the work

Compensation:

Salary commensurate with experience and background.

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.

Learn more about the LAA at www.thelaa.org

Please submit resume to gkocerha@thelaa.org

Facebook: www.facebook.com/LAAatlanta

Twitter: www.twitter.com/TheLAA