



Latin American
Association

JOB DESCRIPTION

JOB TITLE: Citizenship Paralegal	LOCATION: Atlanta
REPORTS TO: Citizenship Attorney/DOJ Rep	DEPARTMENT: Immigration Services Department
STATUS: Full-Time/Non-Exempt (2 year fixed-term position)	LAST DATE REVISED: 03/2026

About the Latin American Association

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

The Latin American Association works to lower the barriers to economic mobility and prosperity that Latino immigrants face as they adapt and integrate into life in the United States. No other organization in Georgia serving Latinos has the geographic reach, breadth of services, expertise, and longevity that the LAA has.

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 53-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 44,000 individuals each year, the LAA offers Atlanta area Latinos an extensive range of evidence-based services, programs, and support to help them fully and successfully integrate into the community. Our core programs include: Family Well Being, Economic Empowerment, Immigration Legal Services, Youth Education and Adult Language Services.

Position Summary

The LAA seeks a talented paralegal with experience in immigration law to provide direct legal services and administrative support to the Citizenship Attorney/DOJ Representative.

Key Responsibilities:

- Provide attorney support and services for program applicants
- Assist with follow-up appointments with clients to complete necessary forms and applications
- Assist in collection of supporting documentation, including civil documentation and criminal dispositions
- Prepare immigration forms with clients and submit prepared files for attorney review
- Maintain accurate and orderly records and files

- Schedule appointments with clients
- Answer basic questions regarding clients' cases
- Document communications and filings in case management system
- 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 clients as needed, including USCIS interviews
- Maintain client confidentiality at all times
- Perform general office duties, including faxing, copying, and filing
- Perform administrative and clerical duties and other related duties and tasks as necessary or as assigned

Qualifications:

- ***Fluency in English AND Spanish REQUIRED***
- Bachelor's degree in related field preferred
- Attentive to detail and ability to work with little supervision
- Experience as a paralegal, providing legal services and/or working in a legal setting
- Ability to multitask and work in fast-paced environment
- Strong interpersonal and communication skills, oral and written
- Strong organizational, analytical, and writing skills
- Excellent computer skills and office administration skills
- Sensitive to needs of low-income and culturally diverse clientele
- Previous experience working with immigrant communities

Work Environment:

- Primarily office-based with occasional meetings, outreach activities, or community events
- May require occasional evening or weekend hours

This job description is not intended to detail every aspect of the position. The incumbent may be required to perform other related duties as assigned by their supervisor. Reasonable accommodations may be made to enable individuals with disability to perform the essential job functions.

To learn more about the LAA, visit us at: www.thelaa.org

Please submit resume to Jessica Méndez-Fernández at jfernandez@thelaa.org

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