



Latin American
Association

JOB DESCRIPTION

JOB TITLE: Removal Defense Paralegal	LOCATION: Atlanta
REPORTS TO: Removal Defense Attorney	DEPARTMENT: Immigration Services Department
STATUS: Non-Exempt	LAST DATE REVISED: 08/2026

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 54-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 for attorneys to serve applicants for removal defense.

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 and file applications, motions, and briefs before EOIR and immigration courts
- 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 required
- 1+ years of immigration paralegal experience with a strong focus on removal defense/EOIR cases preferred
- Familiarity with EOIR processes and court documentation
- Regular access to a vehicle and travel to and from court or government agencies required
- 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
- 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

DISCLAIMER

This job description is not intended to be an exhaustive list of duties, responsibilities, or qualifications. Employees may be required to perform other related duties as assigned by their supervisor. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

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

Please submit resume to Jessica Mendez-Fernandez at jfernandez@thelaa.org

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