



KITSAP IMMIGRANT ASSISTANCE CENTER

RIGHTS | RESOURCES | REPRESENTATION

Paralegal

Bremerton, WA

Starting October 2024

Department: Legal Services

Reports to: Legal Services Director

Work Location: In-person

Job Status: Full Time

Job Type: Non-exempt

Amount of Travel Required: 30%

Kitsap Immigrant Assistance Center (KIAC) is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, citizenship, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.

We strongly encourage candidates from diverse backgrounds, including individuals from Black, Indigenous, People of Color (BIPOC), immigrant communities, as well as those who are multilingual to apply. At our organization, we believe that our strength lies in the diversity of perspectives, experiences, and voices, and we are committed to fostering an inclusive environment where everyone can thrive. We welcome applicants who are passionate about serving and building advocacy within immigrant communities and who bring a deep understanding of cultural diversity and equity to their work.

Summary

The Kitsap Immigrant Assistance Center (KIAC) was founded in 2004 in recognition of the inherent worth and dignity of all people. Since then, KIAC has worked for the well-being and power-building within the immigrant community through education, advocacy, and social justice. KIAC envisions a community where everyone, regardless of where they were born, has fair and equitable access to justice, respect, and opportunity.

KIAC programming includes free and affordable immigration legal services, family services, tax and business assistance, and building advocacy within the communities of Kitsap County and the Olympic Peninsula. Our clients represent over 70 countries, with over 60 languages spoken.

KIAC's Paralegal works closely with the Legal Services Director to provide representation for clients in our service area, and assists our Accredited Representatives, volunteer attorneys and Legal Services Director in representing clients who

are undertaking a variety of immigration legal matters. This position requires a passionate, highly detailed person who is familiar with legal procedures and is eager to learn. This work is done primarily in Bremerton, WA with additional work in Jefferson, Mason, and Clallam Counties.

A minimum two-year commitment to the position is desired.

Learn more about Kitsap Immigrant Assistance Center at kitsapiac.org

Job Duties

- Works with the Legal Services Director, Accredited Representatives (ARs), Legal Coordinator, and volunteer attorneys to perform case-related duties as assigned during the client representation process.
- Performs routine office tasks such as photocopying, scanning, organizing, and preparing court documents for cases assigned to them or matters they are working on or providing assistance with.
- Maintains files, reviews and prepares material for storage or disposal once a case has been closed.
- The paralegal is often called in to coordinate meetings with clients and corroborate statements, work on witness preparation, and assist in the investigation of the case.
- Draft correspondence, pleadings, motions, briefs and other documents needed in preparation for court. Because of this, excellent writing skills and attention to detail is crucial. Paralegals must be able to document and present their research and related information to their supervising accredited representative.
- When required, attend hearings acting as assistants to accredited representatives (ARs), the Legal Services Director and the volunteer attorneys during legal proceedings.
- Responsible for closing out case documents
- Participates in local training and conferences related to Immigration and the Legal Services program.
- Participate in all staff meetings and on occasion in organization-wide and community events, outreach, and/or special advocacy initiatives that support immigrant rights.
- Additional duties and tasks as assigned by the supervisor.

Required Qualifications

- Has a strong commitment and unrelenting dedication to the work of social justice, diversity, inclusion and ensuring equitable opportunities for all people.
- 1+ years-experience working with immigrant, refugee or vulnerable populations.
- Basic understanding of or experience with the immigration system including a basic understanding of different legal statuses and immigration pathways.
- Experience in legal document preparation
- Bilingual in Spanish and English, required. (Desired third language)
- Excellent organizational, time management skills and attention to detail. Must be able to organize and prioritize work, be proactive, take initiative and simultaneously manage multiple priorities to ensure goals are met promptly and deadlines are met.
- Strong cultural competency and cross-cultural communication skills. Ability to get along well with a variety of personalities and individuals.
- Ability to work collaboratively with multiple community leaders and services offices.
- Ability to take care of the customers' needs while following organization's procedures.
- Ability to communicate clearly and effectively in writing, in person, and over the phone.

- Ability to perform work accurately and thoroughly in a high paced environment.
- Ability to conduct legal research effectively.
- Proficiency with email, Microsoft Office Suite, Adobe Acrobat Pro, Zoom, fax, and cloud-based databases.
- Professional attitude and firm commitment to KIAC's Confidentiality Agreement.
- Ability to pass a background check indicative of the position requirements.

Preferred Qualifications of Ideal Candidate

- Comfort and familiarity with using computers for legal research and litigation support.
- Familiarity with Clio case management system and Bluejeans.
- No minimum education requirement. Associate degree or higher preferred.
- Fluency in Mam or Q'anjob'al (Guatemala)
- Interest in and ability to become an Accredited Representative
- Available to begin full-time work October 16, 2024

Physical and Emotional Demands

While performing the duties of this job, the employee will be regularly required to be both stationary and mobile; occasionally lift up to 25 lb; communicate and manage workflows in person, over the computer and via phone; drive a vehicle to additional work sites.

While performing the duties of this job, the employee will be regularly required to discuss and engage with issues related to lived trauma and the immigrant experience.

Benefits and Compensation

The pay range for this position is \$26.2-\$30.29/hr (\$54,500-\$63,000 per year), depending on experience. KIAC offers a benefits package with KIAC paying 100% of the medical plan. Employees are able to add dependents (at cost), and to opt in to employee paid health care options for vision and dental plans. In addition, KIAC recognizes 13 paid holidays and employees accrue 3 weeks of paid time off annually and 5 hours of sick leave monthly.

To Apply

- Submit a cover letter outlining your interest in the position and how you hope to contribute to the mission at Kitsap Immigrant Assistance Center.
- Submit an up-to-date resume and a list of 3 references.
- All application materials should be sent to executivedirector@kitsapiac.org
- Applications will be reviewed in the order they are received. Priority consideration to applications received by 5:00 p.m. October 2, 2024.

Reasonable Accommodations Statement: Applicants with disabilities may be entitled to reasonable accommodation under the terms of the Americans with Disabilities Act and certain state or local laws.