



KITSAP IMMIGRANT ASSISTANCE CENTER

RIGHTS | RESOURCES | REPRESENTATION

Paralegal

Bremerton, WA

Department: Legal Services

Reports to: Legal Services Director

Work Location: In-person

Job Status: Full Time

Job Type: Salaried Nonexempt

Amount of Travel Required: 30%

Summary

Founded in 2004, the Kitsap Immigrant Assistance Center (KIAC) advances the well-being and power-building of immigrants through education, advocacy, and social justice. We envision a community where all people, regardless of birthplace, have access to justice, respect, and opportunity. KIAC provides free and affordable immigration legal services, family support, tax and business assistance, and advocacy. Our clients come from over 70 countries, speaking more than 60 languages.

The Paralegal supports the Legal Services Director, Accredited Representatives, and volunteer attorneys in representing clients across various immigration legal matters. This role requires a detail-oriented, passionate individual familiar with legal procedures and eager to learn.

The position is based in Bremerton, WA, with some work in Jefferson, Mason, and Clallam Counties. A two-year commitment is preferred.

Learn more about Kitsap Immigrant Assistance Center at kitsapiac.org

Essential Functions

- 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.
- Perform other duties as needed to contribute to the overall success of the organization's mission.

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, Bluejeans and/or other case management systems.
- 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

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.

Compensation

The pay range for this position is \$26.2-\$31.44/hr, depending on experience.

Benefits

KIAC offers a benefits package with KIAC paying 100% of the medical, dental, and vision plan. Employees are able to add dependents (at cost). Benefits package includes generous paid time off and retirement benefits with a 3% employer match.

This position will have extensive training and an option to take the Comprehensive Overview of Immigration Law (COIL) training to prepare to become a Partially Accredited Representative, paid by KIAC.

This is an excellent position for someone interested in pursuing a legal career and/or being a strong advocate for immigrant community members.

To Apply

[Click here to apply and submit resume, cover letter, and references.](#)

Submit resume, cover letter, and references:

- Cover letter: outline your interest in the position and how your experience qualifies you for this role.
- References: Provide names of three persons not related to you. Include at least one previous or current supervisor. For each person, include name, position title, organization/company, email, phone, relationship to you (e.g. colleague, supervisor).

Priority consideration to applications received by 5:00 p.m. April 25, 2025. Applications will be reviewed on a rolling basis until the position is filled.

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, 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.

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.