



**Job Announcement:  
Immigrant Defense Project  
Paralegal (Full-Time)**

**IDP is hiring a paralegal who:**

- Is excited to support immigrants and their families navigate the complex immigration system and to keep informed on ICE policing tactics
- Is skilled at managing data and information, and wants to use these skills to advance immigrant rights
- Has a passion for creating and maintaining systems to keep a busy office running smoothly

**Organization Background**

The Immigrant Defense Project (IDP) is a nonprofit that works to secure fairness and justice for all immigrants. IDP was founded over twenty years ago to address the crisis of escalating criminalization and mass deportation, and our work attacks the injustices at the intersection of the racially-biased criminal and immigration systems via a multi-pronged strategy. We strengthen immigrant defense through training and expert advice, challenge unfair laws through impact litigation, shape just policies through advocacy, work alongside communities and advocates through alliance building and education, and challenge negative narratives about immigrants through strategic communications. IDP is a relatively small organization with big impact. Achievements include leading successful campaigns to protect immigrants from aggressive deportation tactics and playing an instrumental role in ensuring immigrant New Yorkers receive effective legal immigration advice after arrest. IDP has been central to strategic Supreme Court litigation campaigns. IDP also operates a unique legal support hotline that provides cutting edge legal analysis for community members and attorneys and serves as a clearinghouse for ICE policing trends. In addition to training attorneys, IDP develops Train-the-Trainers workshops on a range of topics, from complex criminal and immigration laws to issues such as Know-Your-Rights with ICE.

**Position Summary**

IDP is hiring a paralegal to play a key role in supporting our national hotline, through which attorneys provide legal advice to immigrants and their families and attorneys about contacts with the criminal legal system. The paralegal will work closely with the IDP attorneys and volunteers who staff the hotline and under the supervision of a Senior Staff attorney. Responsibilities include monitoring and returning messages from our national hotline, conducting intake interviews by phone, collecting documentation by email and fax, directing calls to attorneys, and

maintaining and managing our hotline database. The paralegal will also play a critical role as part of IDP's ICE raids team by gathering and managing information on ICE community and home raids. This position offers an exciting opportunity for an individual to work with immigrants and their families who are seeking legal advice, and we welcome the chance to create opportunities for creative growth and professional development in this role.

### **Paralegal Responsibilities Include:**

#### **Hotline Intake (50%)**

- Check and manage hotline voicemail, email inquiries, and webform submissions
- Conduct intake interviews with hotline callers and identify urgent calls for immediate attorney involvement
- Screen and refer calls that do not fit issues related to the mission of IDP to ensure that callers are directed efficiently and appropriately
- Collect documents from callers, gather public case information from criminal and immigration court, and assess when document collection is complete
- Issue-spot for potential legal remedies such as post-conviction relief or pardons
- Maintain documentation and accurate notes about actions taken as part of the intake process in online case management system
- Maintain referral information and communicate regularly with direct legal service providers and other partner organizations
- Answer mail from incarcerated individuals requesting referrals and resources

#### **Hotline Database Management (20%)**

- Ensure client and attorney database information is accurate and up-to-date
- Manage and update database customizations to maximize staff efficiency
- Help identify trends and flag successful outcomes
- Assist with data collection for grant and contract reports

#### **ICE Raids Tracking Support (15%)**

- Assist IDP staff analyzing ICE policing tactics and trends
- Follow up with community members, legal service providers, and others reporting information about ICE raids
- Participate in monthly round-table of immigration advocates to share ICE policing trends
- Maintain IDP's database on ICE raids, including outreach to legal service providers
- Assist IDP staff in keeping IDP's ICEwatch raids map up to date

#### **Additional Job Requirements (15%) May Include:**

- With the Community Defense and Hotline teams:
  - provide community legal trainings and develop written resources
  - build relationships with local community based organizations
- Assist IDP staff with legal admin tasks including: Managing organizational email lists; redacting legal documents; and filing court documents

- Help IDP hotline team to supervise volunteer hotline attorneys and interns.

**Qualifications:**

- Must be bilingual in both English and Spanish
- Strong interpersonal skills and ability to work well with people, across cultures and many different lived experiences, including people who may be in crisis
- Strong communication skills: ability to write well and communicate effectively, specifically over the phone, through letters and email
- Strong organizational skills and excellent attention to detail
- Desire and ability to work in collaborative, team based environment
- Familiarity and comfort with using computers and technology (including using web-based software, Microsoft Excel and Word, and Google Suite products like Docs, Sheets, Slides, etc.)
- Personal or professional familiarity with immigration and/or criminal legal system, or other comparable experience desirable

**Compensation**

Salary is commensurate with relevant experience, starting at \$48,000/year. Excellent benefits, including 20 vacation days per year, 15 sick days per year, additional office-wide holidays, medical and dental insurance, and 401K with employer matching benefits available.

**To apply:**

Submit cover letter, resume, and three references to [jobs@immdefense.org](mailto:jobs@immdefense.org). Include "Paralegal Application" in the subject of email. Position open until filled, though applicants are encouraged to apply as early as possible. No phone calls please. Position is based in New York City. IDP's offices are currently closed due to the COVID-19 pandemic and the position is temporarily remote.

The Immigrant Defense Project is an Equal Opportunity Employer that actively recruits women, people of color, persons with disabilities, persons with diverse gender and sexual identities, immigrants, and formerly incarcerated persons.