The Pro Bono Resource Center of Maryland, Inc. (PBRC) is seeking a highly motivated, organized and bright individual who is fluent in Spanish to support the Maryland Immigrant Legal Assistance Project (MILAP). The schedule is flexible, but the person chosen for the position must be available on a regular basis for one of our in-person, in-court clinics per week (either Tuesday or Wednesday in Baltimore or Thursday in Hyattsville) that start promptly at 8:15 AM.

**STATUS:** Part-time position (20 hours per week) through June 30, 2023 (continuation contingent on grant funding). Salary commensurate with experience.

**PRIMARY RESPONSIBILITIES:**
- Staff legal clinics to assist with registration, intake, obtain necessary client paperwork, manage flow of clients, direct immigrants to additional resources, interpret for volunteer attorneys, and other support.
- Conduct brief Know Your Rights presentations.
- Track and summarize data related to clients served and effectiveness of legal clinics.
- Share referral information and resources with immigrants who contact PBRC seeking legal help.
- Increase community awareness about relevant resources, including brief legal advice clinics, case placement services and relevant city and state programs and social service resources.
- Work with MILAP Team to maintain and develop network of community partners.
- Develop and implement creative outreach strategies that will connect unrepresented immigrants in removal proceedings to available legal services and resources.
- Create outreach materials for volunteer recruitment and translate documents as needed.
- Conduct client follow up and compile data regarding the impact of the MILAP.
- Coordinate and execute interpreter volunteer sign-ups and assess fluency of volunteer interpreters.
- Provide support to Project Director for grant reporting duties as needed.

**QUALIFICATIONS:**
- Spanish language fluency required.
- Bachelor’s Degree (paralegal or law-related experience preferred).
- Experience in community organizing/activism and/or public outreach.
- Must be available some evenings and weekends when community legal clinics occur.
- Access to reliable transportation for frequent travel to PBRC’s office and the Baltimore Immigration Court, and occasional travel to Prince George’s and Montgomery Counties for outreach events and community clinics.
- Strong attention to detail and excellent organizational and record-keeping skills.
- Excellent interpersonal, written and verbal communication skills.
- Proficiency in Microsoft Office (Word, Excel, Outlook).
- Proficiency in data collection and tracking preferred (prior Salesforce experience preferred)
- Ability to work well with a variety of people, including other staff, volunteers, clients, public interest organizations, governmental entities, Board members, and donors.
- Experience working with children and/or the immigrant community is preferred.
- Strong commitment to helping the community and ensuring equal access to justice.

**TO APPLY, email resume, cover letter, and references to:**
Pro Bono Resource Center of Maryland  
Attn: Cate Scenna, Esq.  
Subject: MILAP Paralegal  
cscenna@probonomd.org

*The Pro Bono Resource Center of Maryland is an equal opportunity employer committed to diversity. We encourage all interested persons to apply including applicants of color, people with disabilities, and others historically underrepresented in the legal field.*