

PRO BONO RESOURCE CENTER OF MARYLAND

Position Description for MILAP PARALEGAL

Job Summary:

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). MILAP gives free legal advice to people living in Maryland who must appear before the immigration court because they are at risk of deportation. In certain cases, MILAP steps-in to provide limited and concrete legal services to help vulnerable families and children meet the deadlines in their cases (e.g., help complete application for asylum or assist the family with changing their court location to one that is closest to where they live).

Primary Responsibilities:

- Staff weekly legal clinics in Baltimore City and Hyattsville 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 presentations at court.
- 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 a 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 (with advanced notice).
- Access to reliable transportation for frequent travel to PBRC's office, Baltimore Immigration Court, Hyattsville Immigration Court, and occasional travel to other locations in Maryland 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, SharePoint)
- Proficiency in data collection and tracking preferred (prior Salesforce experience preferred)
- Ability to work well with 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.

Amenities:

- Competitive salary ranging from \$53,000 - \$58,000 depending on experience.
- Full time position with excellent benefits package including paid health insurance, disability insurance, and employer-matched 401k plan; paid sick and vacation leave; and paid holidays.
- Hybrid in person/remote work.

TO APPLY:

- Interested candidates should send, via email, 1) a cover letter describing interest and qualifications for the position, 2) a resume, 3) the names and contact information for three professional references to MILAP's Director, Cate Scenna, cscenna@probonomd.org with the subject line "MILAP PARALEGAL- Applicant's Last Name, Applicant's First Name."
- Applications will be accepted on a rolling basis; applicants encouraged to apply promptly by May 9, 2025.

NOTE All staff and others working on PBRC-related activities must be fully vaccinated or have an approved exemption granted. Proof of Booster: Proof of the booster vaccination (determined by compliance with updated CDC / FDA definition) must be submitted to the Executive Assistant.

PBRC's mission is to champion equitable access to justice for Maryland's marginalized communities by providing legal help, pioneering collaboration with partners, and advocating for economic and social justice.

PBRC is an equal opportunity employer.