

## Immigration Paralegal

### About the Organization

Canal Alliance is a nonprofit champion of immigrants who are challenged by a lack of resources and an unfamiliar environment. Every day, we educate, empower, support, and partner with motivated immigrants to best meet all their unique needs—from putting food on the table, to becoming American citizens, to learning English, to graduating from college.

### Position Summary

Canal Alliance seeks a full-time bilingual Immigration Paralegal to join its Immigration Legal Services Team. Canal Alliance is the leading service provider and community advocate for Marin’s low-income, Spanish speaking immigrants. The bilingual Immigration Paralegal works closely with and reports to the Supervising Attorney.

### Essential Duties and Responsibilities

- Client communication: conduct client intake and screening; monitor voicemail messages and return client calls or forward calls to appropriate staff; confirm client appointments; keep accurate notes of client communications in client database.
- Filing and data entry: keep file room in order; input information about received mail into client database; file incoming mail in client files;
- Case Preparation: prepare forms, letters, and applications for naturalization, work permits, lawful permanent residence, U Visas and other USCIS humanitarian programs under the supervision of the Supervising Attorney.
- Translate documents from Spanish to English and from English to Spanish.
- Interpret (Spanish/English) for clients at interviews with United States Citizenship and Immigration Services
- Attend Canal Alliance staff meetings and ILS departmental meetings
- Other tasks assigned by the Managing Attorney or the Director of Immigration Legal Services

### Knowledge, skills and abilities

- Knowledge and experience with Family Based Immigration; DACA; TPS; U Visas; VAWA and SIJS.
- Previous DOJ accreditation (*preferred*). Candidate must be willing to seek accreditation within 3 months after starting employment with Canal Alliance
- Must be organized, detail oriented, responsive and have excellent follow through skills.
- Must be able to multi-task and work independently
- Analytical and problem-solving skills
- Ability to work well under pressure and work effectively and with clients, attorneys and staff
- Strong knowledge of Microsoft applications including Outlook, Word, PowerPoint, and Excel
- Strong commitment to Canal Alliance’s mission

91 Larkspur Street  
San Rafael, CA 94901  
415.454.2640

[Canalalliance.org](http://Canalalliance.org)

### **Education and Experience Requirements**

- Bilingual/bicultural Spanish-English (**required**)
- Bachelor's degree
- Minimum of 1 year of experience working in Immigration Law under the supervision of an attorney licensed in California or a certificate of completion of a paralegal program approved by the American Bar Association
- Experience working with low-income immigrants
- Experience working with Salesforce and/or LawLogix a plus

### **Compensation**

This is a full-time position with benefits. We offer a competitive salary with a benefits package that includes 3 weeks paid vacation a year, 12 days of sick leave a year and 100% paid employee medical & dental insurance. In addition, there are 15 paid holidays annually, a 403(b) retirement plan and a Flex cafeteria plan.

### **Canal Alliance Equity and Inclusion Statement**

Canal Alliance actively promotes and recognizes principles of fairness, equity, and social justice in relation to, and across, intersections of race, age, color, national origin, ethnicity, citizenship, sex, sexual orientation, gender identity, gender expression, religion, disability, ancestry and all other identities represented among our diverse employees.

By appreciating the importance of inclusion, we acknowledge that the collective and individual talents, skills, and perspectives of our staff foster a culture of belonging, safety, collaborative practice, innovation, and mutual respect. Canal Alliance is committed to the transformation of attitudes and systems that deprive any person or group of these principals.

### **Application Process**

To apply, please send an email to [HR@canalalliance.org](mailto:HR@canalalliance.org) with your resume and cover letter explaining why you want to work in Canal Alliance and your commitment to immigrants in Marin County. Applications without cover letters will not be evaluated.

Only electronic applications will be accepted (keep it green!). Please put "**Immigration Paralegal – YOUR NAME**" in the subject line of your email.