

Title: Legal Assistant
Salary Range: \$39,999-49,999
Education: Bachelor's Degree Required
Location: Atlanta, GA
Type: Full-Time

Description:

The Georgia Asylum & Immigration Network (GAIN), a nonprofit organization with a mission of *protecting and empowering immigrant survivors of crime and persecution*, is seeking a full-time Legal Assistant to support its Victims of Violence Program.

Responsibilities include:

- Assist with managing voicemails and incoming calls and conduct intake interviews with potential clients
- Provide interpretation assistance on an as-needed basis for client meetings and written communication
- Under the supervision of a licensed or accredited legal practitioner, provide clients with information about immigration benefits available through USCIS, work with clients to gather documents, and assist clients to complete applications
- Respond to inquiries from clients regarding case status and submit inquiries on case status to USCIS/EOIR
- Process correspondence from USCIS/EOIR, including notifying clients, assisting clients to prepare responses to notices or evidence requests as appropriate, and following up with relevant parties
- Maintain accurate and up-to-date physical and electronic files and detailed case notes, enter required data in a timely manner, meet all case reporting requirements within established timelines and standards, and assist in the completion of statistical, narrative, and financial reports
- Represent GAIN with clients, community members, and partners by receiving and returning phone calls and emails, scheduling appointments, supporting events, and conducting outreach for legal services
- Maintain strict client confidentiality and observe all other ethical practices/obligations as outlined in GAIN's Employee Handbook
- Manage intern and volunteer support as needed

- May require occasional weekend and/or evening work
- Other duties as assigned.

Qualifications:

- Bachelor's degree in relevant field or related experience
- Demonstrated success working and communicating effectively in a multi-cultural environment and with Limited English Proficient populations
- Able to work effectively in a team environment, as well as take independent initiative
- Excellent attention to detail and strong organizational skills
- Proficient in Microsoft Office applications (Word, Excel, Outlook) and comfortable utilizing online software and programs
- Excellent communication skills with proficiency in written and spoken English is required
- Demonstrated dedication to immigrant rights, social justice, and/or human rights based on work experience, volunteer service, or educational activities
- **Fluency in Spanish (speaking/writing) is mandatory.**

Benefits Include:

Comprehensive benefits include: 10 US holidays, 10-30 days paid time off days depending on tenure, fully-paid medical insurance for employee (dental insurance optional), 403(b) retirement savings plan, Employee Assistance Program, mileage reimbursement, and more.

How to Apply:

To apply for this position, please email cover letter and resume to jobs@georgiaasylum.org

GAIN is an equal opportunity employer. We strongly encourage and seek applications from people of color, including bilingual and bi-cultural individuals, as well as members of the lesbian, gay, bisexual and transgender communities. We are dedicated to providing a work environment free from discrimination and harassment, and where employees are treated with respect and dignity.