



Galveston-Houston Immigrant
Representation Project

Title: Legal Assistant, Survivors of Crime and Human Trafficking Program
Reports To: Managing Attorney
Pay: Starting at \$42,000 plus full GHIRP benefits, Full-time, Non-exempt position
Office Hours: Monday through Friday, 8:30am – 5:00pm

GHIRP has outstanding benefits including medical and dental insurance, life insurance, and paid holidays.

Description

GHIRP is an immigration legal services organization with 501(c)(3) status that officially launched in October 2020. Our mission is to build a resilient, diverse community by providing comprehensive representation and holistic legal services to immigrants in need. GHIRP is seeking a full-time Legal Assistant to support attorneys in representing clients in immigration related matters, including court proceedings, U and T Nonimmigrant Status, VAWA, asylum, and other humanitarian legal relief. Applicant must be fluent in English and Spanish.

Duties/Responsibilities

- Conduct comprehensive legal screenings, and needs assessments of potential clients, under attorney supervision.
- Assist in obtaining supporting documentation and completing immigration legal applications, under attorney supervision.
- Maintain contact with clients to encourage consistency and motivation. Update clients on their case status. Follow up on case outcomes.
- Direct and assist clients in the acquisition of social services and benefits, including Crime Victim Compensation.
- Coordinate client services with immigration attorneys, other staff, and legal interns.
- Maintain and organize case files, keeping them properly organized and accessible.
- Enter case data into internal database and manage client electronic files, and data reporting.
- Participate in regular peer and supervisor meetings and trainings.
- Assist the program in submitting grant proposals, reports, and periodic communications pieces.
- Participate in outreach activities and information sessions for immigrants and social service agencies. Outreach may require occasional evening and weekend events.
- Provide interpretation and translation support in client matters.
- Performed all other duties as needed and/or as directed by supervisor.

Requirements

- Bachelor's Degree or equivalent experience. Candidates working toward completion of their bachelor's will also be considered.
- Excellent oral and written communication skills in English and **Spanish**.
- Previous experience in immigration law, case management, or social services preferred.
- Knowledge of Microsoft Office, including proficiency in Excel.
- Ability to work in a fast-paced environment and manage time and resources.
- Must be able to maintain confidential client information.
- Must be a team player, highly self-motivated, responsive and have a keen attention to detail.
- Commitment to serving immigrants and sensitivity to the needs of low-income, culturally diverse clients.



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- Texas Driver License; clean driving record; own vehicle; applicable auto insurance.
- Candidate must be willing to drive to the city of Galveston to participate in legal clinics, consultations, information sessions, and client meetings.

How to apply: Applicants should send their Cover Letter, Resume, and three (3) references to Vanessa Perez at VanessaP@ghirp.org.