**Title:             Paralegal
Status:           Part-time; Temporary; VRLC Oregon office**

Job Description:
Under the supervision of VRLC staff attorneys, the paralegal will provide support to immigrant victims of sexual assault. The paralegal will be the first point of contact for immigration clients and will help two staff attorneys prepare applications for various forms of immigration relief. The paralegal will also conduct client intakes, translate client documents, and assist in other administrative tasks.

Duties and Responsibilities:

* Conduct initial phone screening with potential clients to assess eligibility for VRLC services
* Schedule client intakes and appointments with staff attorneys
* Work with clients to gather immigration and assault-related information and documentation
* Translate client documents and other supporting evidence
* Draft immigration forms and assist clients in writing personal declarations
* Compile applications for various forms of immigration relief, including U visas, T visas, DACAand VAWA self-petitions, for both principal applicants and derivative applicants
* Other administrative tasks as directed
* (Other possible duties: Client screening/intakes, U cert requests and follow-up)

Knowledge, Skills and Abilities:

* **Fluency in Spanish and English required**(oral, written, and reading)
* 2 years relevant experience in the legal profession, immigration law experience strongly desired
* Demonstrated commitment to protecting the rights of vulnerable populations, experience working with sexual assault survivors strongly desired
* Ability to handle and resolve recurring problems in a courteous and professional manner
* Excellent writing, verbal, and computer skills
* Able to establish priorities, work independently, and proceed with objectives without supervision
* The ideal candidate must be detail-oriented, highly flexible, and self-motivated

To apply: Submit resume and letter of interest, including salary requirements, to: hr@victimrights.org.