



### ***Job Opportunity: Immigration Legal Services Coordinator***

Esperanza Immigration Legal Services (EILS) seeks an attorney or Department of Justice (DOJ)-accredited eligible representative with immigration law experience to work full-time as an *Immigration Legal Services Coordinator* in our North Philadelphia office. EILS' mission is to provide direct legal services, advocacy, and community education for underserved immigrants and their families so they have the opportunity to contribute to and participate in American society. EILS serves all immigrants in the Greater Philadelphia area regardless of national origin, but has a unique history of working with the Hispanic community due to its location in the heart of a low-income Latino neighborhood.

#### ***Job Description***

The *Immigration Legal Services Coordinator* will prepare a wide range of immigration cases for submission to various governmental agencies, primarily U.S. Citizenship and Immigration Services (USCIS). She/he will represent clients before the USCIS Philadelphia District Office. EILS' primary immigration legal services include family petitions and naturalization applications, Deferred Action for Childhood Arrivals (DACA) assistance, Violence Against Women Act (VAWA) self-petitions for victims of domestic violence, and U visas for victims of crime. The *Immigration Legal Services Coordinator* will coordinate all aspects of a client's case, including client communication, relevant research, drafting affidavits, preparing immigration forms, case management, and advocacy with law enforcement and other agencies.

Additionally, the *Immigration Legal Services Coordinator* will:

- Coordinate the provision of outreach and educational workshops for the immigrant community and the public about immigration and immigration law.
- Assist in the supervision of volunteers and student interns. Solicit the help of volunteer attorneys, paralegals, and others to assist with the provision of services when necessary.
- Collaborate with the Executive Director to prepare timely accurate reports for grant funding requirements.
- Assist the Executive Director in related duties as necessary.

#### ***Education and Experience***

- Juris Doctor with bar membership in the United States; or Juris Doctor with expectation to sit for the bar exam within 6 months of hire; or other relevant degree and experience, eligible to become accredited with the Department of Justice (DOJ) within 6 months of hire.
- 1-2 years of related work representing clients and cases for submission to U.S. Citizenship and Immigration Services (USCIS) and the Department of State.

#### ***Qualifications:***

- Bi-lingual Spanish-English speaker required
- Excellent verbal and written communication skills
- Strong organizational and time management skills
- Proficiency in Microsoft Office applications, database management and internet
- Those with personal knowledge of the immigrant experience and/or a demonstrated commitment to the immigrant community are encouraged to apply.

Esperanza offers a comprehensive employee health & wellness benefits program. Salary range is \$35K - \$38K commensurate with experience. Our office is located at: 4261 North 5th Street Philadelphia, PA 19140.

Interested candidates should forward a resume to: [jobs@esperanza.us](mailto:jobs@esperanza.us) and indicate **EILS Coordinator** in the subject line. For more information, check us out on the web at: [www.esperanza.us/eils](http://www.esperanza.us/eils)