



Title: EPIC Legal Assistant

Location: El Paso, Texas

Date: 08/19/20

Category: Part-Time

FLSA Status: Eligible

ORGANIZATION SUMMARY

The El Paso Immigration Collaborative (EPIC) is a partnership between local and national organizations dedicated to using the law and technology to secure release from detention for individuals detained in the four detention centers where the El Paso ICE/ERO field office has jurisdiction. Find out more at <https://elpasojuntos.org/>

JOB SUMMARY

The EPIC Legal Assistant is a 20-hour per week position in our growing collaborative project. The EPIC Legal Assistant will assist the core EPIC staff by facilitating casework across our different legal pathways, including bond, parole, negative fear reversal, and asylum. Additionally, the incumbent will manage an array of administrative responsibilities essential to the project. The EPIC Legal Assistant will be formally working for Santa Fe Dreamers Project, a partner in the collaborative based in New Mexico and El Paso.

RESPONSIBILITIES

- Update the EPIC LawLab database with client information, legal documents, and correspondence.
- Draft simple documents and correspondence for EPIC staff
- Direct opening and closing of files to maintain the EPIC office filing system
- Monitor and ensure integrity of physical and electronic case files, and provide guidance to EPIC volunteers regarding proper documentation of case work.
- Assist with the compilation and proofing of key legal filings.
- Oversee incoming mail to ensure it is properly filed, both physically and electronically, and assist with sending and properly filing outgoing mail.
- Communicate on a regular basis during scheduled work hours via multiple platforms: email, LawLab, Slack, telephone, Whatsapp.
- Participate in all relevant training regarding program systems, protocols, technical skills, and relevant legal applications.

QUALIFICATIONS & REQUIRED SKILLS

- Fluency in Spanish required, both written and verbal
- Excellent communication, time management, and organizational skills

- Ability to manage shifting priorities and deadlines
- Ability to work under pressure in a fast-paced environment
- Ability to gain high-level competency with Adobe Acrobat Pro, Microsoft Word, and EPIC's programmable in-house LawLab case management system
- Strong cultural competency and cross-cultural communication skills; ability to work collaboratively with multiple attorneys and non-attorney colleagues
- Passion for our mission
- Preferred: experience in a legal office setting

WORKING CONDITIONS

Environment and Physical Requirements:

The EPIC Legal Assistant works primarily in an office environment. These locations may include immigrant detention centers, law firms, and government buildings. The position interacts with EPIC staff, EPIC partner organizations, advocacy groups, clients, government agencies, and others. The EPIC Legal Assistant sits for extended periods of the workday, but also stands, walks, bends, lifts, and moves intermittently during working hours. The incumbent must be able to lift, push, pull and move files and document in excess of 10 pounds. EPIC practices exceptional safety protocol for COVID-19 and will ensure that the work environment is sterile and safe.

Hours:

The EPIC Legal Assistant will invoice EPIC on a part-time schedule of 20 hours a week. The EPIC Legal Assistant will keep track of all work hours. If the weekly hours are to exceed 20 then the legal assistant will communicate with an EPIC supervisor for permission to work extra hours.

APPLICATION INSTRUCTIONS

To apply, send a resume and simply write a cover letter in the body of an email to Allegra Love at allegra@santafedreamersproject.org. Questions may also be directed to Allegra. We are accepting applications on a rolling basis until the position is filled. Please submit your application as promptly as possible.

Santa Fe Dreamers Project is an Equal Opportunity Employer. We value diversity in our workplace and strongly encourage applications from people of color, LGBTQI individuals, individuals with disabilities, and members of underrepresented communities.