



99 Avenue Alhambra  
PO Box 1089  
El Granada, CA 94018  
Tel: 650.726.9071  
Fax: 650.726.7096

**Position Title:** Immigration Assistant

**Position Status:** Full –Time

We are seeking an immigration assistant to provide support to the paralegal on staff with the potential to grow into a paralegal role as operations permit and expansion of client assistance increase.

**Key Job Functions:**

- Enter and maintain data in the Immigration department's case management systems.
- Assist Immigration paralegal with preparation and analysis of status reports for clients.
- Keep clients informed about the progress of their cases or documents required to finalize their cases.
- Organize and maintain immigration files.
- 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.
- Assist immigration paralegal with preparation and/or filing of nonimmigrant and immigrant visa petitions with government agencies.
- Assist immigration paralegal with preparation and/or filing of responses to requests for additional evidence received from USCIS (US Citizenship and Immigration Services).
- Process correspondence from USCIS and DOS, including notifying clients, assisting clients to prepare.
- Ability to proof-read, double-check data entry for accuracy.
- Attend the organization's meetings and events.
- Attend continuing education programs/seminars.
- Represent Coastside hope with clients, community members, and partners by receiving and promptly returning phone calls and emails, scheduling appointments, supporting events (including group processing events), and conducting outreach for legal services.
- Provide administrative support as needed

**Required Skills and Abilities:**

- Bachelor's degree in relevant field or equivalent work experience
- Fluent and proficient in written and spoken English and Spanish to be able to support clients we serve.
- Attention to detail and strong organizational skills.
- Strong written/verbal communication skills, strong interpersonal skills, and the ability to work independently and within a team environment are a must.
- Independent, self-starter, and self-motivated with a strong aptitude and desire to learn



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- Proven ability to meet stringent deadlines, adapt to changing priorities, and balance multiple tasks while operating in a cohesive environment.
- Ability to manage confidential information with discretion.
- Demonstrated success working and communicating effectively in a multi-cultural environment and with Limited English Proficient populations.
- Proficient in Microsoft Office applications (Word, Excel, Outlook) and comfortable utilizing online software and programs.
- Flexibility to work overtime as needed.
- Pursue Department of Justice accreditation by successfully completing all vital training.

**Preferences:**

- Previous experience with immigration legal or social services
- Knowledge/ experience with community-based outreach and immigrant rights
- Familiarity with immigration software and experience with data entry and management are a plus.
- Demonstrated dedication to immigrant rights, social justice, and/or human rights based on work experience, volunteer service, or educational activities.

**Benefits:**

- Simple IRA Plan
- Health insurance
- Paid Time Off

Please email resume and cover letter to [judith@coastsidehope.org](mailto:judith@coastsidehope.org)

Coastside Hope is committed to equal employment opportunity and providing reasonable accommodations to applicants with physical and/or mental disabilities. We value and encourage diversity and solicit applications from all qualified applicants without regard to race, color, gender, sex, age, religion, creed, national origin, ancestry, citizenship, marital status, sexual orientation, physical or mental disability, medical condition, veteran status, gender identity, genetic information, or any other characteristic protected by federal, state, or local law.