



Catholic Charities Atlanta Immigration Legal Services is seeking a full time paralegal to join our team. The position is eligible for full benefits. This position is grant funded and applicant will be eligible for other CCA positions if they become available after the grant funding has ended.

The paralegal will provide administrative support to the attorneys in the Legal Orientation Program. They will work with attorneys and accredited representatives to provide information and orientation to persons detained at Stewart Detention Center, Irwin County Detention Center, and Folkston Detention Center. Due to the distance from Atlanta, overnight stays near the detention centers are common for 3-4 nights a week. At this time, services are provided remotely but we will resume in-person services when it is safe again. Candidates **must** be fluent in both Spanish and English.

SPECIFIC RESPONSIBILITIES:

- Assist in the execution of the Detention Orientation Program at the assigned detention center.
- Attend and participate in all required conferences, calls, trainings, and site visits.
- Ensure all data is appropriately collected and reported, including grant reports and detainee lists.
- Responsible for the accurate and confidential maintenance of client files, records and statistics.
- Organize and replenish necessary materials for the presentations (e.g. third language packets, releases, updated USCIS and EOIR forms, etc.).
- Participate in outreach activities and agency-wide events
- Any other duties as assigned, including assisting with in-office cases and other grant-funded projects on an as-needed basis.

Interested candidates should submit a Cover Letter, specific to this position, and a Resume to ccaemployment@ccatlanta.org