Paralegal/ Case Manager
Location: hybrid, Fairfax, VA
Job Types: Part-time; Pay: $17.00 - $20.00 per hour

Paralegal/Case Manager Job Descriptions

Background:
ICDR Community and Immigration Service offers affordable public services focusing on low-income families and immigrants (all-inclusive human population - anyone across the globe). Our public service activities include Immigration, and Referral programs on Access to Health, Workforce Development, Equal Employment Opportunity. ICDR advocates, litigates, and deals with diversity, equity, inclusion, justice, and civil rights issues.

ICDR is looking for a bilingual and experienced Paralegal with knowledge in Immigration, Family, Employment, Civil Rights Laws. It would be helpful to also have knowledge in criminal, and some Civil Law areas as well. Your responsibilities are:

• Provide case-specific assistance on a wide range of assignments, including USCIS-related immigration matters, negotiation and drafting of contracts, marketing issues, and consultation
• Draft and retain basic service correspondence across all areas of the business, including case-specific communication, advance preparation of appendices and exhibits, evaluation and arrangement for special client needs, and tracking documents
• Prepare, revise & file petition package for USCIS Application/Petition
• Handle all USCIS communications, draft/finalize RFE responses, and gather additional information and assist with their submission to appropriate entities
• Helps prepare interview and/or test and prepare referral to partners attorneys, organizations, and agencies
• Develop legal arguments through extensive research and close collaboration with leadership partner attorneys, and organizations/networks to thoroughly obtain all pertinent information and case materials
• Keeping track of changes in legal framework and providing timely updates on these changes

Experience:

• Excellent judgment and demonstrated discretion handling confidential information
• Extensive experience using legal database software, including ability to maintain organized files and databases
• Proven ability to work with time-sensitive materials in a highly dynamic environment and handle multiple responsibilities simultaneously
• Legal case management: 2 years

Please send your resume via email: legal@icdrintl.org by Nov 30, 2022.