



## **LOTUS LEGAL CLINIC JOB ANNOUNCEMENT**

### **FULL-TIME BILINGUAL PARALEGAL**

**Background:** LOTUS Legal Clinic (LOTUS) operates state-wide, (position located in Brookfield office) to provide civil legal services to domestic and foreign-born victims of sexual violence and human trafficking, strengthen statewide networks, and contribute to collaborative victim services partnerships. LOTUS seeks a bilingual paralegal to assist, under the direct supervision of a staff attorney, with the preparation of immigration petitions such as U and T visas, Adjustment of Status, and requests for ORR certifications. The paralegal will also assist staff attorneys with other civil legal needs that our clients face, such as criminal background relief, housing advocacy and victim rights enforcement.

**Responsibilities and Duties:** Conduct client intakes and screen for eligibility of our services, including eligibility for immigration relief. Provide language interpretation for LOTUS staff from Spanish to English and vice versa. Under the supervision of a LOTUS staff attorney, interview clients and witnesses, gather and translate documentary evidence from Spanish to English, obtain supporting evidence from law enforcement, assist in preparing forms, draft affidavits, and prepare immigration applications. Assist attorneys on other civil legal cases, including generating criminal background reports and gathering court records and transcripts. Assist in client case management, including tracking progress of immigration applications, creating and organizing client legal files, and data entry. Represent LOTUS at community events. Coordinate outreach to community organizations and provide group presentations to advise potential clients of their legal rights and entitlements.

**Qualifications:** Required: fluency in written and oral English and Spanish; excellent analytical and organizational skills; strong writing skills; excellent computer skills; and proven ability to learn quickly and relate well to people who have experienced trauma and/or of different nationalities and cultures. Bachelor's Degree or Paralegal Associates Degree required. Should have 1-3 years of relevant experience working on immigration matters is preferred. Background check is required.

**Salary:** Depends on education and experience. Excellent benefits package.

**Application Deadline:** Send cover letter, resume and names/contact information or three references to Erika Petty, Director of Legal Services, LOTUS Legal Clinic, 2515 N. 124<sup>th</sup> Street, Brookfield, WI 53005 or to [Erika@lotuslegalclinic.org](mailto:Erika@lotuslegalclinic.org). Applications will be accepted immediately, and will be on-going until the position is filled.

**LOTUS Legal Clinic is an equal opportunity employer and embraces diversity and equal opportunity in a serious way. We are committed to building a team that represents a variety of backgrounds, perspectives, and skills.**