



Job Description: Survivor Services Unit Paralegal

NATURE OF WORK	Under the terms of a three-year grant from the U.S. Department of Justice, Office for Victims of Crime, the paralegal will assist with casework and participate in community outreach. Excellent opportunity for those interested in legal issues and motivated by social justice.
DUTIES AND RESPONSIBILITIES	<ul style="list-style-type: none">▪ Conduct interviews with U.S. and noncitizen potential trafficking victims;▪ Conduct fact investigations and gather and synthesize documentary proof;▪ Assist attorneys with visa applications;▪ Maintain regular client communications in English, Spanish, or third languages, using interpreters as needed;▪ Assist the Project Director with administrative tasks associated with the grant, including compiling data, assisting with periodic reporting, coordinating with project collaborators, and assessing the progress of the project on a regular basis;▪ Travel throughout the state to support state-wide outreach and victim assistance (Occasional overnight travel required).
QUALIFICATIONS	Position requires excellent analytical, organizational and interpersonal skills. Spanish fluency required. Must be highly motivated, detail-oriented, and have sensitivity to serving the legal needs of immigrants and survivors of crime. Experience in client services (legal or social work), with demonstrated competency in culturally responsive service provision for survivors of human trafficking, trauma, sexual assault, or other violent crimes preferred.