

Legal Support and Information Worker Position Available

The Hispanic Committee of Virginia (www.hcva.org) seeks a full-time legal support and information worker. This position is part of the immigration legal assistance and citizenship program team. The worker is responsible for responding to client inquiries, screening callers and scheduling interviews with program staff. The worker makes appropriate in-house or external legal referrals, assists clients with changes of address and FOIA requests. Worker also assists legal staff with completion of immigration forms, performs database entry, conducts client follow-up and drafts letters to clients. S/he is responsible for maintaining accurate and timely input of client database information and client records. S/he assists in the coordination of program services and activities, including outreach, informational sessions and citizenship classes. Candidates must have at least one year experience in an immigration or legal support services setting. Knowledge of immigration and citizenship-related regulations, laws and processes a plus. Candidate must be able to work with diverse populations and interact effectively as a member of a team in a non-profit setting. Candidates must have excellent communication skills, advanced computer literacy and proven fluency in English and Spanish. Experience with immigration software is a plus. Candidates should have a valid drivers license and be willing to work a flexible schedule. Interested candidates should submit a cover letter, resume and three references to abaustista@hcva.org.