

## **Immigration Paralegal / Legal Assistant (Boston)**

We are a small, collegial, 2-attorney immigration law firm in downtown Boston/Beacon Hill, focusing primarily on family-based immigration and deportation defense. We seek a full-time paralegal / legal assistant. Although a large portion of the job involves administrative responsibilities (e.g., making copies, answering the phone, scheduling appointments, billing clients, delivering documents to court), our paralegals receive significant client contact and the opportunity to receive thorough training in immigration law.

Our ideal candidate would be a highly-organized person with excellent people skills and strong writing abilities. We would much prefer someone with prior office experience. Legal experience / knowledge of immigration law is not required--we will train you. Foreign language skills (e.g., Spanish, Haitian creole, Portuguese) would be helpful but not required. Applicants should have a demonstrated interest in international, human rights and immigration issues. Liberal arts grads are encouraged to apply. A minimum 2-year commitment is expected. This position would be great for someone seeking meaningful legal experience before going to law school.

The hours are Monday through Friday, 9 AM – 5 PM.

We offer a competitive hourly salary and benefits such as health insurance and vacation time.

Please email your cover letter and resume to: [bostonimmigrationattorney@gmail.com](mailto:bostonimmigrationattorney@gmail.com)