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### **Immigration Program Assistant**

#### **Sergeant Alex R. Jimenez Military Immigration Program**

**Full-time, salaried, exempt (35-hour work week)**

**Volunteer Lawyers Project of CNY, Inc.**

The mission of the Volunteer Lawyers Project of CNY, Inc. (VLP) is to provide access to justice through engaging the legal community in volunteer service to those in need. VLP receives funding from a variety of public and private sources and enjoys strong support of local bar associations.

### **Position Description**

The Volunteer Lawyers Project of CNY, Inc. (VLPCNY) is seeking one full-time Program Assistant to start as soon as possible for the Sergeant Alex R. Jimenez Military Immigration Program. In December 2024, New York State Governor Hochul signed into law the “Alex R. Jimenez Immigrant Family Legacy Act” which honors the sacrifices of Staff Sgt. Jimenez, other non-citizen military members, and their families. This is a new program is being developed in partnership with the New York State Office of New Americans (ONA) as well as the NYS Division of Military and Naval Affairs and the NYS Department of Veterans Affairs with the goal of providing immigration legal services to active military members, veterans, and their families throughout New York State.

Reporting to the Program Director, the Program Assistant will support VLPCNY’s Sergeant Alex R. Jimenez Military Immigration Program in a variety of related office, client services, reporting, and data duties. Desired individuals must be organized, detail-oriented, have good interpersonal skills, and a desire to assist clients.

***Preference will be given to applicants who are veterans or part of military or veteran families.***

Job duties for this position include:

### **Program Support:**

- Assist with client communications, scheduling, follow up, and helping clients to gather information and documentation.
- Provide support to program and pro bono attorney(s) during client meetings and case preparation; help with logistics of setting up meetings, translation, interpretation, copying, and other support as needed.
- Assist in coordinating, setting up, and hosting community meetings or legal clinics.
- Track client outcomes, enter client data into case management programs, and help provide appropriate referrals to social services, and other agencies as needed.
- Organization and maintenance of various program files, spreadsheets and databases.
- Assist program as needed with client, and community partner communications, including phone calls, emails, letter drafting, document translation, and attending community stakeholder meetings when needed.
- If fluent in a language other than English, provide interpretation and help translate documents.

The Program Assistant will be called on to support the agency with additional matters as needed. This is not a complete list of all duties and responsibilities.

**Requirements:**

- High school diploma, GED, or equivalent work experience is required
- One year of experience in a legal or other relevant work (paid or unpaid) environment is highly preferred
- Experience working with (or volunteering with) organizations that focus on serving vulnerable and diverse populations preferred, including military service members and/or veterans
- Some relevant college level work and/or paralegal training preferred
- Strong writing, verbal, and organizational skills
- Detailed-oriented individual able to work with sensitive and confidential information
- Proficiency in Microsoft Word and Excel and strong computer skills
- Ability to learn and efficiently use new systems
- Excellent interpersonal and communication skills
- Maintain high standards of professional demeanor, including in communications with staff, volunteers and clients.
- Ability to work independently as well as collaboratively on a team
- Positive attitude and flexibility – willingness to jump in and help wherever needed.
- Ability to work flexible hours, including nights and/or weekends
- Experience in and/or commitment to advocacy on behalf of active military, veterans and their families is strongly desired
- English language fluency is required, and ability to also speak Spanish or another second language is strongly preferred.
- Access to reliable transportation

This position will be remote, with some required travel for in-person meetings and events. We expect a willingness to attend meetings, community outreach events, and meet with clients as necessary. While not required, proximity to Fort Drum is preferred for client meetings.

Salary: Dependent upon experience, starting at \$46,000 per year with progressive steps up for related experience. Benefit package included. This job description is not an exclusive statement of the roles and responsibilities of the position. Other duties may be required.

To apply, please submit a cover letter and resume to Laura Cardoso at [lcardsoso@vlpcny.org](mailto:lcardsoso@vlpcny.org). Applications will be accepted until the position is filled, and we are hoping to fill the position as soon as possible.

***OUR COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION***

*Volunteer Lawyers Project of CNY, Inc. is committed to a work culture of zealous advocacy, respect, diversity and inclusion, client-oriented defense, access to justice and excellent representation. We are dedicated to building a strong professional relationship with each of our clients, to understanding their diverse circumstances, and to meeting their needs. Our ability to achieve these goals depends on the efforts of all of us.*

*VLPCNY is an equal opportunity employer. VLPCNY seeks to hire individuals from diverse backgrounds and with diverse experiences who are professional, collaborative, and creative thinkers with a passion for our mission.*