



Caminando Juntos, sponsored by the Presentation Sisters in Sioux Falls, SD, seeks a full time **LEGAL ASSISTANT** to provide administrative and client support to the ILS program in accordance with the mission and goals of the organization. Alongside the Legal Director, s/he represents Caminando Juntos' ILS in the immigrant communities served by the program and the community at large. Caminando Juntos' ILS Program is a well-established, reputable, DOJ-Recognized program with an eighteen-year history of responding to the unmet legal needs of immigrant individuals and families. The Legal Assistant plays a critical role in the organization's ability to provide immigration legal services to the immigrant community.

Responsibilities include assist in the administration of CJ's Immigration Legal Services Program, assist in reviewing case files, ensuring all relevant documentation is complete and up-to-date, help with organizing and maintaining case records according to program policies, under the guidance of the Legal Director, assist in the immigration consultation process by gathering necessary intake information and documentation from clients, prepare and file immigration applications with USCIS and other relevant agencies. Assist in preparing client case files and supporting documents for legal filing. Ensure that all client information is handled with the utmost confidentiality and in compliance with applicable privacy laws. Assist in organizing and maintaining case records within the immigration program management software (currently Cerenade's e-Immigration) and shared cloud-based platforms (SharePoint, Google Drive, etc.). General administrative support. Assist with Outreach and Community Presentations. When necessary, refer clients to additional resources or services beyond the scope of the immigration program

Qualifications include a commitment to the mission and goals of Caminando Juntos; Demonstrated commitment to the mission and goals of Caminando Juntos, 2+ years of experience in an immigration-based legal assistant or paralegal role; humanitarian and family-based immigration law experience preferred. Bilingual in English/Spanish (written and spoken) required. Excellent administrative, data collection, organizational, typing, and computer skills including MS Word, Excel, PowerPoint, Outlook, or a similar platform. Understanding of, and sensitivity to, people of low-income, immigrant, and multi-cultural backgrounds. Ability to prioritize multiple projects and ensure all deadlines are met. Proficiency in e-Immigration or other case management software, preferred. Experience working in a hybrid and/or remote work environment, preferred

Contact Information & Applicant Instructions

To apply, please send a cover letter, resume, and salary requirements to Matthew Tschetter at mtschette@midconetwork.com.