



October 25, 2021

[Open Immigration Legal Services](#) ("**Open Immigration**" for short), is a nonprofit law office seeking a parttime legal assistant or paralegal.

**Qualifications sought:** Holds a bachelor's degree or will soon graduate from a four-year college. Spanish speaking. Organized and self-motivated to meet deadlines. Willing to learn the basics of immigration law concepts, forms, and practices. Concise writing skills and strong reading comprehension. Able to communicate with Spanish-speaking clients on behalf of the attorney. Willing to have weekly virtual meetings with the attorney and receive feedback and constructive pointers. Has experience working with Microsoft Excel and Word.

Nonjudgmental and willing to work with immigrants from all walks of life. Able to keep confidential all personal client information.

**Job description:** Draft and fill immigration forms and accompanying cover letters to federal agencies. Research and assemble country conditions evidence corroborating persecution for asylum applicants. Create new client files and labels. Depending on qualifications, draft additional legal documents with supervision from attorney. Scan documents and upload to our drive; then mail immigration applications by their deadlines.

**Hours:** Hours and days worked are flexible.

Candidate will work mostly from home and come into our office in downtown Oakland approximately once a week.

**Pay and benefits:** Pay commensurate with experience and qualifications. Medical benefits can be provided.

**Location:** Our office is located in downtown Oakland and is easily accessible by BART or bus.

**How to apply:** Please email managing attorney, Bonita Gutierrez, with your resume and a short statement of your qualifications and interest in this job. [bonita@openimm.org](mailto:bonita@openimm.org).

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