

An affiliate of:

**Nationalities Service Center**

**Position Description**

**Legal Assistant Positions – Nationalities Service Center**

**About the Organization:**

Nationalities Service Center (NSC) seeks two legal assistants with a commitment to defending the rights of immigrants. NSC serves more than 5,000 immigrants and refugees each year from over 110 countries around the world. We are the largest non-sectarian organization in the Greater Philadelphia area providing comprehensive services in the areas of legal protections and remedies, language access and proficiency, community transition and integration, access to health and wellness, and job readiness training to immigrants and refugees.

NSC’s legal team represents clients in removal proceedings in both detained and non-detained settings and provides affirmative immigration services focused on family reunification, humanitarian relief for adults and children fleeing persecution, assistance to victims of crime, and naturalization. NSC’s legal team also engages in advocacy efforts addressing local, state, and federal immigration policies.

NSC provides free legal services to immigrants through a variety of targeted programs, including services for survivors of domestic violence, human trafficking, torture and other crimes. Our legal team collaborates closely with our social services team to provide comprehensive services addressing the multiple needs of our clients.

**About the Position:**

The Legal Assistant, under the supervision of the Senior Director of Legal Services and Immigration Policy, will assist in the delivery of direct legal services to immigrants and refugees. The Legal Assistant will assist with the preparation of cases and documents, draft motions and affidavits, conduct consultations, research legal and factual issues, and provide effective customer service to our clients including problem resolution, case updates, and responses to inquiries. The Legal Assistant will provide administrative support to the department, maintain case files and database, and perform community outreach as necessary.

**Qualifications:**

NSC seeks a dynamic individual with experience demonstrating a commitment to immigrant rights and/or social justice issues. Experience in an immigration legal office setting preferred. Applicants must possess: excellent research and writing skills; strong communication and interpersonal skills; a capacity and desire to work collaboratively in interdisciplinary teams; and, strong organizational skills to manage a high-volume, fast-paced legal practice environment. Fluency in Spanish, Mandarin, Arabic, and/or French is preferred.

**Benefits:**

Salary is commensurate with experience. Also includes a generous, comprehensive benefits package.

**How to Apply:**

Applicants should email a cover letter and resume to jobs@nscphila.org. Include "Legal Assistant Position" in the subject line. Applications will be accepted until the position is filled, however, submission before August 31, 2018 is highly encouraged.

*NSC is an equal opportunity employer committed to a policy of non-discrimination in all employment practices and does not discriminate based on race, ethnicity, religion, gender, national origin, age, disability, veteran status, genetic information, sexual orientation, gender identity or expression, nor any other basis protected under applicable law.*