

Now Hiring: Paralegal–Case Manager

Department: Poder Legal – Latinos en Spokane

Reports To: Managing Attorney / Legal Director

Status: Full-Time | **Pay:** \$29–\$33/hour (DOE)

Location: Spokane, WA (Hybrid, minimum 4 days/week in office)

About Latinos en Spokane

Latinos en Spokane (LES) is a nonprofit organization providing free legal services to low-income residents in Eastern Washington. We are committed to uplifting Latino, immigrant, and underserved communities.

At Poder Legal, we provide trauma-informed, culturally attuned legal services that empower families to navigate immigration and civil justice systems with dignity and care. Latinos En Spokane delivers fearless legal advocacy, coordinating and supervising pro bono representation at Asylum clinics. We serve survivors of domestic violence, human trafficking, sexual assault, persecution, and related crimes through U Visas, T Visas, VAWA petitions, asylum, and adjustment of status. Our work also supports children who have experienced abuse, abandonment, or neglect (Special Immigrant Juvenile Status); young immigrants brought to the U.S. as children (Deferred Action for Childhood Arrivals); lawful permanent residents pursuing U.S. citizenship through naturalization; and individuals facing Immigration Court proceedings. Our services include community education and strategic policy advocacy and challenge societal injustices.

Position Summary

We're seeking an energetic, passionate, bilingual Paralegal-Case Manager who thrives in fast-paced, mission-driven environments to join our team. This role blends traditional paralegal duties with hands-on client support and case coordination. You'll be the connective tissue between attorneys and clients, ensuring cases move forward efficiently, ethically, and with care.

Key Responsibilities

Case Management

- Track deadlines and manage filings for USCIS and Immigration Court
- Organize digital and physical case files (evidence, discovery, notes)

- Draft legal documents, affidavits, support letters, and appeals
- Conduct legal research and prepare application packets
- Monitor case progress and follow up on outstanding items

Client Support

- Interview clients to gather facts and documents
- Maintain confidentiality and build trust
- Provide updates and guide clients through next steps
- Assist with form completion and document collection

Outreach and Community education

- The Paralegal will perform outreach and coordinate community education events such as Know Your Rights presentations, will coordinate and oversee in-house and community legal clinics, and provide additional legal and administrative support to the legal unit.

Team & Admin Support

- Attend weekly staff and client meetings
- Maintain calendars, task lists, and case flow
- Support attorneys with administrative tasks

Training & Accreditation

LES will provide immigration-specific training. You'll be expected to pursue DOJ accreditation to become an authorized representative. Ongoing professional development is part of the role. We're invested in your growth.

Desired Qualifications & Experience

- Bilingual in English and Spanish (required)
- 2-5 years of paralegal experience in immigration law preferred.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Teams, and Outlook) and willingness to learn other software programs.

- Demonstrated commitment to working with immigrant communities.
- Strong organizational skills and ability to manage multiple tasks.
- Proficiency in legal research, drafting, and proofreading.
- Knowledge of e-filing systems, court rules, and deadlines.
- Ability to work independently, manage multiple priorities, and perform under tight deadlines.

Ideal Candidate Attributes

- Motivated by public service and committed to equity in the implementation of immigration law.
- Detail-oriented, organized, and able to prioritize workload in a fast-paced environment.
- Strong teamwork skills with the ability to collaborate with attorneys, staff, and clients.
- Positive attitude, critical thinking, and problem-solving abilities.
- Dedicated to helping clients achieve immigration goals and providing culturally responsive services.

Physical & Mental Requirements

- Ability to sit, stand, walk, lift up to 30 lbs, and focus visually
- Strong interpersonal, analytical, and organizational skills
- Exposure to trauma-informed environments

Mental & Other Skills/Abilities:

- Adaptability, analytical ability, and attendance.
- Computer/technical ability, dependability, and interpersonal skills.
- Judgment, language ability (English/Spanish fluency), and mathematical ability.
- Motor coordination, problem-solving ability, and quality management.
- Reasoning ability, no supervisory responsibilities.
- Workplace Environmental Conditions:

- Noise conditions, exposure to trauma, heat, cold, and atmospheric exposures.

To Apply:

Please submit a cover letter, resume, and three professional references to info@latinosenspokane.org with the subject line "Paralegal – Case Manager". Applications will be accepted until the position is filled.

At Latinos En Spokane, we are committed to fostering diversity and equal opportunity. We encourage individuals from underrepresented communities to apply

Job Type:

- Full-time

Benefits:

- 401(k)
- Dental insurance
- Flexible schedule
- Health insurance
- Paid time off
- Vision insurance

Shift:

- Day shift

Ability to Relocate:

- Spokane, WA 99201: Relocate before starting work (Required)

Work Location:

- In person

Ready to join a team that leads with heart and purpose? Apply today and help us build a more just and inclusive future.