

***Paralegal/Interpreter Job Specification
(Grant funded for two years)***

Job Summary

The Paralegal/Interpreter provides paralegal, administrative, and Spanish language support to Immigration Counseling Services (“ICS”) for Vineyard Community Center. Assist the ICS Director in legal research, administrative and procedural tasks pursuant to the legal assistance and representation of clients applying for immigration law status and/or benefits. Support communication of ICS mission with church, volunteers, and larger Columbus community. Work with ICS staff and volunteers to conduct client intake screening and schedule consultations. Recruit, train and lead volunteers in clinic operations. Ensure efficiency of ICS by continuing paralegal education and staying up to date with immigration law developments as well as maintaining connections with outside organizations and law firms serving immigrants in the Columbus area. Manage online and offline files.

Principle Responsibilities

- Paralegal Support
- Interpreting
- Volunteer Management
- Program Administration
- Professional Development and Department Resources

Core Competencies

Approachable	Drive for Results	Ability to Give Feedback
Interpersonal Savvy	Compassion	Managing and Measuring Work
Spiritual Maturity	Global Mission	Developing Direct Reports
Self-Awareness	Decision Quality	Motivating Others
Priority Setting	Volunteer Management	Manages Conflict Well

Minimum Qualifications, Education and Experience

- BA degree or equivalent. Paralegal degree from accredited paralegal program preferred.
- 5+ years of experience working as an English-Spanish interpreter and a biblical perspective of immigrants and immigration. Fluency in English and Spanish required.
- Experience in volunteer management preferred.
- Background check required for all positions.

Physical Requirements

Talking, Hearing, Seeing

**This role is funded via a 2-year grant. There is no guarantee of employment at 30 hours beyond the second year.*