IMMIGRANT AND REFUGEE COMMUNITY ORGANIZATION (IRCO)
JOB OPENING ANNOUNCEMENT

POSITION: Immigration Legal Assistant (Potential BIA Accreditation)
WAGE: $40,000 - $44,000 per year
LOCATION: Asian Family Center 8040 NE Sandy Blvd, Portland OR
APPLY AT: www.irco.org
STATUS: Full Time with Benefits
PROGRAM(S): Immigration Legal Services & Equity Corps of Oregon
OPENING DATE: June 15, 2020
CLOSING DATE: Open until filled
REQUIREMENTS: English Proficiency; bilingual Spanish preferred

GENERAL POSITION SUMMARY:
IRCO Immigration Legal Services (IRCO ILS) seeks to hire a full-time Legal Assistant to be an
integral part of our team. IRCO ILS envisions a safe, welcoming, and inclusive Oregon for
immigrants and refugees. Our work is focused on creating more access to direct, application-
based and defensive immigration legal services that provides more security and stability to our
most vulnerable community members. In addition, IRCO ILS provide community outreach and
education (Know Your Rights) and citizenship classes. NOTE: There is an opportunity to gain
BIA Representative Accreditation

ESSENTIAL FUNCTIONS
• Daily communications with clients and the public
• Coordinating and supporting the scheduled of multiple attorneys
• Managing client records and files (physically and on database system)
• Meeting with clients to gather information, documentation and prepare applications
  (including, but not limited to, forms I-765, I-90, I-485, N-400, I-589)
• Data entry, mail processing, filing, and other administrative duties
• Compose and draft correspondence, reports, forms, charts, spreadsheets, and related
  materials to the program
• Assist attorneys in preparing applications and collecting documents

SECONDARY FUNCTIONS:
• Assist in educational materials
• Support and train volunteers
• Assist with projects and other duties as assigned
JOB SPECIFIC QUALIFICATIONS:
- At least one year of legal clerical/administrative experience (immigration law experience preferred)
- Familiarity with immigration forms and processes is preferred
- Experience working with immigrant and refugee communities is required
- Bilingual, fluent in another language other than English (Spanish preferred)
- Proficient in Microsoft Office software
- Bachelor’s Degree from a four-year college or university (preferred)
- Must be able to pass criminal history background check

KNOWLEDGE:
*Education*: Bachelor’s Degree (4)
*Experience*: 1-2 years of experience is required (3)
*Licensure, Certification*: Agency may provide additional support for training and education for BIA accreditation.
*Computers*: All positions at IRCO require use of a computer and experience working with Microsoft Products including but not limited to Microsoft 365, Excel, Word, Outlook and PowerPoint.

SKILLS:
*Communication*: Regular communication inside and outside the organization to exchange ideas and gather information (5)
*Creativity*: Regular need to design and develop multiple program functions (work units) and related processes and procedures (6)

EFFORT:
*Mental*: There is regular variation in tasks and the job holder must decide which tasks to complete as well as the order in which tasks are completed (3)
*Physical*: Positions at this level require minimal physical effort such as light lifting, carrying or movement, etc. Physical capability involves use of office or equipment where some agility and hand eye coordination is needed (2)

RESPONSIBILITY:
*Impact and Influence*: Positions at this level have a some need or ability to analyze problem or concepts or make decisions on the information. Positions at this level have some impact to and influence on
organization operations, programs, expense or budgetary outcomes. (3)

**Work Independence:**
Positions perform routine work with regular supervision and generally are given instructions or written procedures. Positions occasionally encounter variation and are encouraged to suggest ways to respond, but can't take final action without approval (2)

**Planning:**
Positions at this level must be able to foresee issues associated with own work and identify future needs for supplies, equipment, resources which would stall operations or activities. (2)

**Supervision:**
Positions at this level are not responsible for any supervisory functions or responsibilities, but may occasionally be asked to orient and/or train new employees or volunteers. (1)

**WORKING CONDITIONS:**

**Environment:** Ability to multi-task and work in a fast-paced environment and meet tight deadlines. Ability to also work with people experiencing trauma, conflict, and poverty.

**Schedule:**
The work schedule is mostly stable and does not fluctuate without prior notice. (2)

**HOW TO APPLY:**
Applications are accessible on the IRCO website, [www.irco.org](http://www.irco.org). Attach resume and cover letter to IRCO application form. This position requires the completion of an IRCO application. Materials submitted without a completed application are considered incomplete and will not be considered. Due to the high volume of applications received, we will not be able to contact each applicant or return calls regarding the status of your application.

**ABOUT IRCO:**
The Immigrant and Refugee Community Organization (IRCO) is a non-profit organization established in 1976 to serve immigrants, refugees, and the broader community in Portland, Oregon. Our mission is to promote the integration of refugees, immigrants, and the community at large into a self-sufficient, healthy, and inclusive multietnic society. Find out more at [www.irco.org](http://www.irco.org).

IRCO IS AN EQUAL OPPORTUNITY EMPLOYER