



Catholic Charities of the Diocese of Baton Rouge, Louisiana

Agency Description: Catholic Charities of the Diocese of Baton Rouge is a 501(c)(3) organization dedicated to serving those in need in the twelve parish Diocese of Baton Rouge. The Louisiana Esperanza Project is the newest addition to the Immigration Legal Services program within the Refugee and Immigration Services Department which serves and represents refugees, non-citizens, U.S. citizens, asylum seekers and unaccompanied children who are low income.

Position Summary: The Equal Justice Works/justice AmeriCorps Paralegal Fellow will be responsible for providing and assisting with the universal representation to unaccompanied children who are in immigration removal proceedings in the Immigration Court in New Orleans, screening children's cases for forms of relief, preparing and conducting Know Your Rights presentation and coordination of pro bono counsel recruitment.

Qualifications:

- A. Education: Bachelor's degree
- B. Other Qualifications:
 - Spanish reading, writing and speaking fluency.
 - Working knowledge of Microsoft Office platform.
 - Ability to work with diverse population, including children, and needs and handle deadlines and other court demands as needed.
 - Demonstrated initiative, leadership and willingness to become a Partially Accredited Representative by the BIA.
 - Attention to detail and organization skills are highly sought.
 - Knowledge of Louisiana state family, juvenile or civil district court procedures is a plus.
- C. Experience: 0-3 months of general immigration and/or family law practice experience is recommended or exposure to a law office fast-paced environment.

This position requires completion of NSOPW, state, and FBI Fingerprint, criminal background checks, as well as compliance with all CNCS Federal Regulations throughout the fellowship program. This position is contingent on eligibility determined by the results of the criminal history checks.

AmeriCorps Fellowship Living Allowance:

* Living allowance of \$24,200.00;

* Supplemental benefits for housing, student loans, professional dues, relocation expenses and other allowable expenses, up to but not to exceed \$ \$8400.00.

Other Benefits and Professional Opportunities:

Standard fellowship benefits:

- Eligibility to place all qualified student loans into forbearance and receive an interest accrual payment at the end of service;
- \$5,730 education award on successful completion of service;
- Student loan forbearance during service and interest accrual payment for eligible loans upon successful completion of service;
- Opportunity to attend a national training program to develop leadership skills, learn effective practices to accomplish your projects and meet colleagues from across the country, and
- Child care assistance (if income eligible).

In addition to the standard fellowship benefits, Catholic Charities of the Diocese of Baton Rouge will also provide:

*Mileage reimbursement and per diem when applicable and according to state regulations

*Immigration law education training classes/webinars