



Paralegal / Legal Assistant (Short-Term)

Are you passionate about advocating for immigrants and making a meaningful impact on the lives of unaccompanied minors? Are you interested in working in a hybrid environment with a flexible schedule? If so, please consider applying for New England Justice for Our Neighbors' Legal Assistant position.

About New England Justice for Our Neighbors

New England Justice for Our Neighbors (New England JFON) is a Massachusetts-based 501(c)(3) organization providing free, expert legal services to low- or no-income immigrants seeking humanitarian immigration relief. Now in our 13th year of service, we serve clients through two programs, one for general humanitarian advocacy and one specifically for unaccompanied minors. Our service area spans from Western to Eastern Massachusetts and extends down through Bristol County. New England JFON served almost 400 clients in 2024.

Position Summary

We are seeking an organized and compassionate Legal Assistant to join the *Pathway to Hope* team, supporting attorneys in their work with unaccompanied youth in Eastern Massachusetts. The Paralegal / Legal Assistant will perform a range of essential administrative and legal tasks, helping to ensure the smooth operation of the program and the delivery of high-quality legal services. Due to federal funding uncertainties, this position is guaranteed for six months, with a real possibility of being extended several months or more.

We offer a flexible hybrid schedule and competitive benefits. While experience working in immigration law or probate/family court is preferred, we are open to training motivated individuals who demonstrate strong organizational skills, attention to detail, and the potential to excel in this role. Salary range is \$45,000 - \$58,000 depending on experience. We offer a flexible hybrid schedule and competitive benefits. We particularly welcome applicants with personal experience related to our work.

Responsibilities

- Act as the primary point of contact for clients and potential clients
- Prepare legal documentation, applications, and filings under attorney supervision
- Maintain and ensure accuracy of data in the case management system

- Assist with the client intake process, ensuring a welcoming and efficient experience
- Provide administrative support to attorneys to ensure efficient workflow
- Maintain confidentiality and adherence to organizational policies
- Carry out other tasks as needed to support the team

Required Qualifications

- Bilingual (English/Spanish)
- Strong organizational, communication, and problem-solving skills
- Ability to prioritize tasks, manage multiple responsibilities, and work both independently and collaboratively
- Exceptional attention to detail and process-oriented thinking
- Empathy, cultural competency, and a commitment to supporting vulnerable populations

New England JFON requires client-facing staff to receive annual COVID and flu vaccinations with the exception of those who have medical or religious beliefs exemptions. Employees must have access to personal transportation (mileage will be reimbursed) and to a work space suitable for carrying out computer tasks and remote meetings. A computer, printer/scanner, and hot spot will be provided. This position requires occasional work and travel outside of normal business hours.

Salary Range \$45,000 - \$58,000 depending on experience. This position is an exempt position.

Benefits include:

- Medical insurance
- 401(k) with an employer match
- Generous time off policy
- EAP

New England JFON is an equal opportunity employer. We welcome applicants of all identities with regard to race, ethnicity, ancestry, religion, sex, gender identity, sexual orientation, national origin, age, citizenship, marital status, physical ability, and veteran status. We particularly welcome applicants with personal experiences related to our work.

To apply: Send a resume and cover letter to [hiring@newenglandjfon.org](mailto: hiring@newenglandjfon.org).