



**KIDS IN NEED OF DEFENSE
PARALEGAL
BALTIMORE, MD
OCTOBER 2015**

Background: Kids in Need of Defense (KIND) is an innovative partnership among the Microsoft Corporation, Angelina Jolie and other interested philanthropists, law firms and corporate supporters. KIND is dedicated to providing both pro bono representation and positive systemic changes in both law and policy to benefit unaccompanied immigrant and refugee children. KIND is headquartered in Washington, D.C.

Responsibilities: KIND seeks a full-time Paralegal for its Baltimore field office to accept case referrals, conduct comprehensive intakes and outreach to child clients, manage data entry, prepare a comprehensive set of case documentation, assist with case preparation for direct representation of clients, assist with pro bono placement and related duties, and to be responsible for the overall administrative duties of the office, including database management. The staff member will have, but not be limited to, the following responsibilities:

1. Liaise with colleague NGOs to receive on-line referrals and ensure that referrals comply with KIND's case acceptance criteria;
2. Schedule intakes and manage all logistics to ensure that an intake is scheduled within a week of receipt of the referral;
3. Interview, screen and conduct a comprehensive intake with each individual child;
4. Coordinate and lead intake clinics as needed;
5. Prepare a comprehensive set of documents based on the intake for use by the KIND Staff and Pro Bono Attorneys;
6. Assist with case preparation for direct representation of clients;
7. Assist with pro bono placement and related duties;
8. Prepare and manage docket lists for upcoming court dates and assist and notify children who are still waiting for placement; and
9. Assist with office administration and case management, including data entry.

Minimum Qualifications:

1. Fluency in Spanish required;
2. Experience conducting intakes and office management;
3. Experience working with children, preferably immigrant and refugee children, or experience working with survivors of abuse, human trafficking, or other trauma;
4. A strong record of cultural competence and cross-cultural communication skills;

5. Ability to work collaboratively, and preferably prior experience working with individual attorneys, law firms, or legal services organizations ;
6. Experience in data management;
7. Excellent organizational skills and attention to detail; and
8. Experience working in immigration law and with immigration authorities or with family law issues or substantially equivalent experience.

To Apply:

Nominations or applications, including a cover letter, resume , salary range requirements, writing sample and three references, should be sent to: jobs@supportkind.org with “Paralegal – Baltimore” in the subject line.

Applications that do not contain all of the above-listed required materials will not be considered.

Applications should be submitted as soon as possible, and not later than the posted deadline. Applications will be considered on a rolling basis until the position is filled, and applicants selected for interviews will be duly notified. Please no inquiries or phone calls.

KIND is an EOE committed to inclusive hiring and dedicated to diversity in both its staff and work.

The selected applicant will be asked to undergo a background check before acceptance of the final offer.