

Make a Real Difference: Immigration Legal Services Coordinator

Organization: The Legal Project

Location: Schenectady, NY (Capital District)

Salary: \$48,000-\$52,000

Type: Full-Time, Hourly, Non-Exempt

Who we are: For 30 years, The Legal Project has been a force for stability, safety, and independence, providing civil legal services to those who would otherwise not be able to access them. From our start as a small volunteer effort in 1995, we've grown into an innovative organization with wide-ranging programs: domestic violence, immigration, foreclosure prevention, and our critical Veterans Legal Program. Join a team that believes access to justice is a basic right for all New Yorkers.

Are you passionate about justice, stability, and human rights?

We are looking for an Immigration Legal Services Coordinator who is more than just an administrator—we need a problem-solver, a community-builder, and a compassionate first point of contact for those seeking a better life.

The Impact You'll Make

As the heartbeat of our Immigration Program, you will bridge the gap between vulnerable individuals and the legal protection they seek. Your day-to-day will involve:

- Empowering Clients: You'll be the first voice people hear, conducting intakes with empathy and assessing how we can best support their journey.
- Mission Control: You'll proactively manage and schedule legal clinics and consults, ensuring our attorneys can focus on winning cases.
- Advocacy & Outreach: You'll build and maintain relationships with our Pro Bono attorney panel and connect clients to vital community resources.
- Creative Problem Solving: You won't just "file paperwork"—you'll participate in team strategy sessions to troubleshoot hurdles and improve how we serve the immigrant community.

Who You Are

- Mission-Driven: You have a heart for non-profit work and a commitment to the safety and independence of the people we serve.
- Bilingual (**Required**): Fluency in Spanish is required and other languages is a major plus, as it allows you to communicate directly with the heart of our client base.
- Organized & Detail-Oriented: You find satisfaction in a well-managed database and a perfectly kept case file.
- A People Person: You can establish rapport quickly with everyone from pro bono attorneys to clients in high-stress situations.

Your Qualifications

- Bachelor's degree or Paralegal certificate preferred.
- Fluent in Spanish
- Strong tech skills (MS Office, Zoom, and case management systems).
- Prior experience in direct services or non-profit environments.
- Must have reliable transportation.

Why Join Us?

You'll be joining a collaborative, supportive team that values your input and invests in your growth. This isn't just a job; it's a career path for someone who wants to see the tangible results of their hard work in the faces of the families they help.

Ready to help us strengthen our community?

Apply today and help us make the law accessible to all.

Compensation & Benefits: Invest in Your Well-being

We invest in our staff because they are the heart of our mission.

- Salary Range: \$48,000.00 - \$52,000.00 per year.
- Comprehensive Benefits: Health, Dental, and Vision Insurance; HSA/FSA; Life Insurance; 401(k), optional additional insurance including pet insurance, home insurance, and renter's insurance among others.
- Work-Life Balance: Generous Paid Time Off, Holiday Time Off, Employee Wellness Reimbursement, Professional Development Assistance.
- Flexible Schedule: Monday to Friday with flexible scheduling and occasional weekend availability.
- Hybrid Work Environment: Based in Schenectady, NY, with a flexible hybrid work model.

Our Commitment to Diversity

The Legal Project, Inc. is an Equal Employment Opportunity Employer. We are dedicated to building a team that reflects the rich diversity of the communities we serve. We strongly encourage applications from individuals who are members of marginalized communities, people of color, LGBTQ+ individuals, and those with disabilities or veteran status.

Please send your cover letter and resume to Jessica Lennon, Chief Administrative Director at jlennon@legalproject.org