



LEAD PARALEGAL

Centro de los Derechos del Migrante, Inc. (CDM) seeks a Lead Paralegal to join its dynamic, binational team of migrant workers' rights advocates. This is a unique opportunity to work in coalition with migrant workers in their fight for justice. The Lead Paralegal will be based in CDM's Mexico City headquarters and will coordinate the organization's legal intake, case development, litigation support and investigatory work.

About CDM

CDM is a U.S. 501(c)(3) migrant workers' rights organization with offices in the U.S and Mexico. We work to remove the border as a barrier to justice for migrant workers who experience workplace rights violations in the United States and abuse during labor recruitment in Mexico. Through strategic litigation, legal advice, on-the-ground investigations, litigation support, policy advocacy, and community education and leadership development, CDM supports Mexico-based migrant workers as they move between their home communities in Mexico and their workplaces in the United States. In 2014, CDM also launched its award-winning workers' rights platform, www.Contratados.org. We strive to maintain an organizational culture that reflects the same values as our mission—ensuring equality and justice for workers.

Lead Paralegal Position

Working under the supervision of CDM's Legal Director, the Lead Paralegal will coordinate CDM's binational legal team of legal assistants and intake/outreach workers in all facets of the organization's legal work. Responsibilities will include overseeing legal outreach to workers and community organizations throughout Mexico; evaluating (under the supervision of a U.S.-licensed attorney) strategic cases for litigation or referral; supporting CDM's litigation and administrative advocacy; and coordinating CDM's litigation support work by organizing field investigations, facilitating contact with Mexico-based clients, and arranging cross-border discovery. The Lead Paralegal will also serve as CDM's primary point of contact for our work as a Mexico-based settlement administrator. The position will require up to 25% travel, including multi-day, overnight travel within Mexico and occasionally abroad.

Qualifications

Candidates should have a demonstrated commitment to the rights of low-wage workers and immigrants and sensitivity to the issues that these communities face. Excellent writing and organizational skills, ability to work both independently and collaboratively as part of a team are essential. Applicants must also have at least: (1) Fluency in Spanish and advanced proficiency in English; (2) a college degree or at least 4 years' relevant work experience; (3) basic computer skills, including Google suite, web research, and Microsoft office; and (4) ability to travel and intermittently work long hours, including weekends, as needed. Prior paralegal experience, while not required, is strongly preferred. Training or experience in U.S. and/or Mexican law is a plus.



Pay, Benefits and How to Apply

CDM offers a competitive compensation and benefits package commensurate with experience. Interested applicants should send a letter of interest, current CV, and a list of three professional references to info@cdmigrante.org. No phone calls, please. Applications will be reviewed as they are received.

CDM is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, sexual orientation, or gender identity. We encourage applicants from diverse backgrounds to apply.