

MDD Paralegal Job Description – for external posting

What We Do

Mass Deportation Defense (MDD) is a nonprofit dedicated to protecting immigrant families facing detention and deportation, backed by Rubin Pomerleau PC, the award-winning, Supreme Court-winning immigration law firm. We're often the first call when a loved one disappears into custody, and we move fast — providing emergency intake, building the case record, and coordinating directly with immigration attorneys to get free or low-cost legal help to the people who need it. Beyond the casework, we push for change at a wider level: training communities on their rights, telling the stories that expose abuse, and driving the media attention, policy work, and coalition-building it takes to hold the system accountable.

We are seeking a detail-oriented and motivated paralegal to join our exciting work helping immigrants in these challenging times. The ideal candidate will provide essential paralegal support to our legal team, ensuring its efficient operation and attention to our clients. This role requires strong research, writing, legal case support, customer service and communication skills. Ability to communicate with clients in Spanish, Haitian Creole, Portuguese preferred.

About This Role

This position is funded by a grant from the Massachusetts Access to Counsel Initiative (MACI) and is accountable to the terms of that grant. The Paralegal will support MDD's legal team in providing representation to income-qualified immigrants and refugees across Massachusetts, working alongside attorneys on removal and bond proceedings before the Immigration Court, the Board of Immigration Appeals, and related matters before U.S. Citizenship and Immigration Services. The Paralegal will be supervised by MDD, with training and support from MACI, and additional mentoring from Rubin Pomerleau PC, a Supreme Court-winning law firm and the Gold Sponsor of MDD.

DISCLAIMER: Please note that this position is contingent on grant funding and is only guaranteed for the duration of the grant period, through June 30, 2027. While it is anticipated that additional funding may be awarded, that is not guaranteed. Should grant funding end, there is potential to continue with Mass Deportation Defense, Inc., which will be determined at the end of the grant period.

Responsibilities

Case Preparation & Legal Support

- Assist attorneys with case preparation for direct client representation, including drafting forms, affidavits, and supporting documentation
- Prepare cases for trial and other contested hearings, including bond hearings
- Execute legal strategy as directed by attorneys, maintaining open communication to ensure accurate understanding and execution
- Conduct limited research at the attorney's request

- Maintain accurate case records, including client information, case progress, and outcomes, as well as records of pro bono attorneys and support staff

Court Filings & Deadlines

- Prepare court filings for attorney review and submit to the appropriate court or agency
- File case documents in person at the Boston and Chelmsford courthouses
- Track case deadlines and maintain calendars in the client database (Clio experience preferred)

Client Intake & Communication

- Conduct preliminary screenings and assist with intake of potential clients, including appropriate follow-up
- Schedule consultations, intakes, and attorney-client meetings; assist walk-in clients as needed
- Provide interpretation services for clients as needed
- Communicate fee information to clients

Office Administration

- Answer and return calls, emails, and texts, routing to appropriate staff or external agencies as needed
- Open and close case files, process mail, and maintain organized client documentation
- Photocopy and scan documents as needed

Core Skills

- Ability to multitask and adapt to shifting priorities
- Willingness to learn and stay current with changes in immigration law

What we Expect

- Strict client confidentiality, consistent with the rules of attorney conduct
- Professionalism in conduct, communication, and dress
- Reliability: on-time attendance for client appointments, with responsibility for rescheduling if a conflict arises
- Standard availability during business hours (8:30 AM – 5:00 PM)
- A collaborative, team-oriented approach, with a willingness to support and learn from colleagues
- Passion for helping noncitizens receive due process and the opportunity to apply for and receive the benefits and status that is available to them under the law

Qualifications

- Bachelor's Degree

- Preference for candidates with immigration/legal work experience and/or fluency in Spanish, Portuguese or Haitian Creole
- Ability to manage deadlines and work effectively under pressure

Benefits

- Competitive pay
- Health insurance
- Convenient location near public transit, occasional travel offsite may be required, access to a vehicle may be necessary
- Free on-site gym access

Who We're Looking For

We're looking for someone who shares our values and our work ethic — someone who brings:

- **Tenacity** — We're relentless advocates, unwilling to accept "no" as the final word for a client facing deportation or separation from their family.
- **Skill** — Our people are sharp, resourceful problem-solvers who bring the same rigor to a green card application as they do to a federal appeal.
- **Client Dedication** — We work hard and show up for our clients, taking on cases that can sometimes take years to win.
- **Collaboration** — We value teamwork — pitching in, sharing what we know, and supporting each other through demanding work.
- **Community-Building** — You'll join a network of advocates, organizations, and partners we've spent years building — and you'll help grow it, using those relationships to open doors for our clients.
- **Mission-Driven** — We believe every family deserves a real fight for their future.

If this sounds like you, we'd love for you to apply.

How to Apply

We want to know you! In your cover letter, please let us know what excites you about supporting immigrants and their families through high-stakes moments, and which of the values above resonates with you most, and why? (You can pick more than one.)

Submit your résumé and cover letter to mdd@getmadd.org.

Job Type: Full-time, in person (some flexibility may be available)

Office Hours: 8:30 am – 5:00 pm

Salary: From \$45,000-\$55,000 annual salary