

Ellen Freeman has been selected by her peers for inclusion by Best Lawyers as Lawyer of The Year 2022, for the practice of Immigration Law in Pittsburgh. Ellen Freeman Immigration Law Group has also been selected by peer review for inclusion by Best Lawyers as US News & World Report Best Law Firms 2022 for the practice of Immigration Law. From a refugee and a single mom, Ellen Freeman ascended through top ranks of large law firms. With over 20 years of experience in all facets of employment-based immigration, Freeman has been recognized for her expertise by Who's Who in Corporate Immigration as a Thought Leader 20221 and 2022. Ellen is the immediate past Chair of the Global Migration Section of the American Immigration Lawyers Association and serves on its Business Immigration Taskforce. Ellen Freeman Immigration Law Group, PLLC is woman-owned small diverse business certified by both WBENC and Pennsylvania SBC.

We are seeking Immigration Paralegals to join a dynamic team of attorneys and paralegals who handle a wide variety of business and family immigration matters. The Analyst will assist in preparing and filing petitions and applications with a heavy focus on employment-based cases for submission to USCIS, DOL, and DOS. The position requires meticulous document preparation and constant communication with colleagues, clients, and government agencies. This position calls for an individual possessing a keen attention to detail, a proactive problem-solving "team player" attitude, and an eagerness to manage a wide range of responsibilities. This position is pivotal to the firm's daily productivity, and requires meticulous document preparation and recordkeeping, and constant communication with colleagues, clients, and agencies. The firm is highly collaborative, and all members are expected to not only execute their assigned tasks with efficiency and accuracy, but must also understand how their role fits into the broader picture of individual cases, client relationships, and the practice of law.

The group is highly collaborative, and all are expected to productively engage in our professional community that encourages cooperation, creativity, and mutual learning and respect.

Tasks Include:

- Draft forms and letters for visa applications and petitions, applications for permanent residence, labor certification applications, and other immigrant and non-immigrant related filings
- Analyze and review case details and determine future actions
- Assist with DOL online applications (PERM and FLAG), DS-160 online visa applications, and consular processing of immigrant petitions through NVC
- Liaise with relevant government agencies including USCIS, CBP, DOS, & DOL
- Analyze, review and organize documents and data from materials produced
- Draft job descriptions
- Gather and organize appropriate evidence to support immigration filings
- Assemble application and petition packages and files with USCIS or other appropriate agency
- Conduct quality assurance review of immigration filings

- Coordinate translation of foreign documents, equivalency and evaluations of foreign degrees and work experience, and expert opinions
- Communicate timely, compassionately, and professionally with both corporate and individual clients on matters associated with immigration filings
- Maintain computer databases and monitor reports related to caseload management of immigration matters
- Address client case status inquiries, including steps in process remaining, processing times, and consular appointment issues.
- Monitor immigration related publications and web sites for news and trends and communicate findings to the practice group keeping important items in electronic files
- Draft client advisories related to significant developments in immigration law and practice
- Setup new cases in system and prepare engagement letters
- Work as a team to assist with administrative coverage needs and perform other related administrative functions as assigned

Report:

Position reports directly to both Manager of Paralegals and Managing Partner .

- Compensation commensurate with experience
- 401(k) available after one year

If interested:

Please include the following:

- Please attach your resume
- Please include a writing sample

Ellen Freeman Immigration Law Group provided the following inclusive hiring information:

- Women-led organization
- LGBTQ+ friendly workplace
- Paid time off

Email: efreeman@freemanimmigration.com

Thank you so much!!

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Certified SDB/WBE/WOSB



Corporate Immigration Thought Leader 2022

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