



## **Bilingual (Spanish/English) Certified Paralegal**

**Location :** 1906 Grand Avenue, Suite 2, Waukegan, IL 60085

**Monday – Friday:** 10:00a.m. – 6:00 p.m.

**Saturday:** 10:00 a.m. – 1:00 p.m.

**\$30 - \$35 DOE**

**Position Summary:** [Build 2 Empower](#) is an up-and-coming organization targeting Lake County Illinois Latinos by processing their documents to remove language, education & technology barriers. You can learn more about our organization by visiting our website.

B2E is in search of a Bilingual Certified Paralegal to help the CEO with client caseload of document processing, that ranges from simple ATM card activation to Social Security Disability Applications, Medicaid case status, and filling out immigration forms, just to name a few examples.

### **JOB DUTIES:**

- Assist clients with any tramite that walks through the door with a positive attitude. Lately we've been processing a lot of TVDL license updates since law HB 3882 signed by Governor JB Pritzker has just gone into effect as of July 1, 2024.
- Assist with selling services to clients as well as organizations. Services include translations of documents, interpreting, making phone calls on behalf of clients, filling out forms & employment search and resumes. In addition, B2E provides custom secretarial services to individuals as well as businesses.
- Schedule appointments for self and attend appointments to process any documentation needed on behalf of the client.
- Provide excellent customer service.
- Create case summaries to funnel up to attorneys B2E is working with.
- Assist with developing office procedures for different tramites. This means the incumbent will have the opportunity to create standard operating procedures for the organization!
- Assisting with social media accounts.
- Managing document templates.
- A marketing background would be a nice to have as well!

### **SKILLS/QUALIFICATIONS**

- Bilingual Spanish/English required.
- Paralegal Certification required.
- College Degree Preferred.