



Paralegal II/Foreign Lawyer – Immigration & International Human Rights Law (Remote to Hybrid – Miami Dade)

Headquartered in Maryland and Washington DC (forthcoming), Grossman Young & Hammond is a women-owned, nationally recognized immigration and international human rights law firm driven by values, mission, and excellence. Our diverse team is committed to restoring humanity in today's immigration landscape and to advocating for victims of human rights abuses worldwide, including before the International Criminal Police Organization (INTERPOL). We've built a culture that fosters collaboration, growth, and meaningful work. We offer competitive compensation, outstanding benefits, and real opportunities for advancement. We're looking for a detail-oriented, reliable, professional, and tech-savvy paralegal or foreign-barred lawyer who thrives in a fast-paced, structured environment and takes pride in supporting impactful legal work alongside a dynamic, client-focused team.

This position is currently remote with plans to become a hybrid position. Applicants must be able to report to a physical office within Miami, Florida a minimum of two days per week.

Key Responsibilities

- Draft filings for immigration and INTERPOL clients, draft and prepare client declarations, exhibit lists, and cover letters.
- Occasionally travel to meet with Clients at their homes or in immigration detention facilities and/or to file documents before various US Government agencies, including immigration courts and/or federal district courts.
- With exceptional attention to detail, prepare and file applications for a range of immigration benefits and relief from removal, including family-based petitions and applications for asylum, cancellation of removal, waivers of inadmissibility, U/T/VAWA, naturalization, and adjustment of status.
- Conduct legal and country condition research for immigration and INTERPOL defense cases.
- If foreign lawyer, conduct legal research for attorney review and under attorney supervision.
- Support legal team in Miami and Washington DC offices.

Required Education, Skills and Experience

- Associates/Bachelor's degree or equivalent experience, including a paralegal certificate, required. Foreign law degrees are welcomed.
- Fluency in English and Spanish required.
- Independent worker with strong judgment and accountability.
- Comfortable using legal tech platforms and adapting to/improving new technologies.
- Strong drafting skills and experience reviewing immigration forms and supporting documentation.
- Experience in immigration law strongly preferred.
- Preference for minimum of 3+ years paralegal experience.

Compensation and Benefits

- **Salary:** \$65,000-\$89,000 (commensurate with experience)
- **Benefits include:** PTO, paid holidays, 401(k) with firm contribution, paid parental leave, and excellent healthcare options; participation in annual office-wide celebrations in Washington, DC

Work Schedule

- Full-time (40+ hours/week) with overtime as needed.
- Remote to hybrid position.
- Local travel within South Florida (Miami-Dade, Broward, and Palm Beach Counties). Some travel for firm events may be required.

How to Apply

Applications will be accepted through December 31, 2025. Interested candidates should apply through the Grossman Young & Hammond Career Center and upload their resume and a cover letter describing their interest in immigration and international human rights law.

For inquiries concerning the position, please contact Joana Jimenez at jjjimenez@grossmanyounq.com.

For more information about our firm, please visit www.grossmanyounq.com.