

Legal Navigator – Full Time

This position plays a key role within The American Place (TAP), which oversees Adult Education, workforce development, entrepreneurship support, and immigration services for the Hartford community. This is a grant-funded, two-year position and serves as a public-facing role supporting a range of immigration matters, with a primary focus on naturalization. The position is well-suited for a third-year law student or recent law graduate committed to public service and community-based legal work or legal professionals with a flexible schedule. The schedule includes Saturday hours and two evening shifts. Working closely with TAP's Immigration Legal Department, the Legal Navigator helps ensure that all services are accurate, ethical, and compliant with legal and program requirements. Unless licensed, the Legal Navigator does not provide legal advice or legal representation; services are limited to general information, education, navigation, and referrals in accordance with program guidelines and best practices.

This is a grant-funded position, funded through 06/30/2028. Staff will be scheduled to work 5 days per week for 37.50 hours weekly. Hours may include evening and weekend hours as needed.

RESPONSIBILITIES INCLUDE:

Legal Navigation and Application Assistance

- Conducts client intake and eligibility screening under attorney or accredited-representative supervision.
- Assists with preparing, reviewing, and submitting legal forms, supporting documents, and follow-up materials.
- Provides legal navigation on related civil matters, including housing issues, family-law paperwork, and retrieval of vital records or required documentation.
- Communicates clearly with clients about options, responsibilities, and next steps in accessible, culturally responsive ways.
- Collaborates with supervising attorneys, volunteers, and community partners to support coordinated, client-centered services.
- Maintains accurate, confidential client records and case notes, and track case progress, deadlines, and outcomes.
- Refrains from providing legal advice or representation; only licensed attorneys may offer legal counseling, and refer matters outside program scope to qualified legal professionals or specialized providers.
- Ensures compliance with all relevant laws, ethical standards, organizational policies, and program requirements.
- Stays current with applicable laws, regulations, and program requirements through self-directed learning and assigned training.

Community Outreach, Education, and Recruitment

- Conducts targeted outreach to identify, recruit, and engage marginalized potential clients.
- Strengthens referral pathways through collaboration with staff, legal partners, schools, and community/faith/ethnic - based organizations.

- Delivers information sessions and participate in immigration- and rights-related outreach events and workshops.
- Tracks outreach activities, referrals, and recruitment outcomes for reporting, evaluation, and continuous improvement.

SECONDARY FUNCTIONS

Other duties as assigned. The duties listed above are intended only as illustrative of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar or a logical assignment to the position.

EDUCATION and EXPERIENCE/QUALIFICATIONS

- Bachelor's degree or above with professional legal experience.
- At least 1–2 years of experience in client-facing legal services or in immigrant-serving organizations.
- Advanced technology skills, with proven ability to use Microsoft productivity tools and AI applications at a high level.
- Strong understanding of immigrant and refugee experiences and barriers.
- Fluency in English; bilingual fluent Spanish/English preferred
- Excellent written and oral communication skills, with the ability to explain complex information clearly and concisely.
- Excellent organizational, documentation, and time-management skills.
- Commitment to equity, diversity, and inclusion.

PHYSICAL DEMANDS / WORK ENVIRONMENT

- Ability to keep composure in everyday, potentially stressful situations.
- Ability to meet a flexible work schedule, including evenings and weekends.
- Able to walk, sit and stand for extended periods.
- Close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
- Lifting of moderate to heavy weight material up to 25 lbs.
- Able to travel to all facilities within the city, during all weather conditions.
- Available for 24-hour emergency call by telephone and/or cell phone.

What we offer employees:

Hartford Public Library offers robust benefits you won't find at other nonprofit organizations through a unique partnership with the City of Hartford. This includes:

- Municipal Employee Retirement Fund-Pension Plan with employer contribution
- Health Care, Dental, and Pharmacy benefits
- Life Insurance
- Paid Time Off - Vacation, personal, and sick time
- 2 Floating Holidays
- 11 Paid Holidays
- Mental health support through the Employee Assistance Program
- Tuition reimbursement program
- Paid professional development, continuing education, and staff engagement opportunities

- Commitment to an active plan of diversity, equity, and inclusion work, including implementation of the staff-led DEI Road Map.

What we offer the community:

The Hartford Public Library is a national leader in redefining urban public libraries in the 21st century as innovative, stimulating, and engaging spaces where people can learn and discover, explore their passions, and find a rich array of resources that contribute to a full life.

We are an integral part of the Hartford community and offer programs for all our citizens. With 7 locations and robust outreach services, we are here for Hartford. Our programs include:

- The American Place, which offers a variety of free services to welcome immigrants and refugees, including English Language Learning, Citizenship preparation, and civic engagement
- Digital Library Lab
- Hartford History Center
- HPL Studios
- YOUmedia Teen Spaces
- Baby Grand Jazz, a free series of Jazz performances open to everyone
- Summer Learning
- Leap into Learning - Early Literacy
- Adult education classes and support
- Career Certification, GED
- Technology training and digital literacy
- Library of Things
- Robust print, electronic, audio, and video collections

To Apply: Please email resume and cover letter to hpljobs@hplct.org and reference “**Legal Navigator**” in the subject line of your email.

Hiring Range: \$ 56,912.18 - \$ 58,493.24 DOE

Hartford Public Library is an Equal Opportunity Employer.