

The Immigrant Welcome Center Job Description: Immigration Specialist

Department: Programs

Status: Full-time 40 hours per week, non-exempt

Supervisor: COO

Salary: \$18-\$22 hourly rate (commensurate with experience and education)

The mission of Immigrant Welcome Center (IWC) is to be a trusted partner and advocate for all immigrants. We are committed to ensuring that our communities are welcoming and have resources so that all immigrants can thrive. IWC team members enjoy a collaborative, ambitious, mission-focused culture; flexibility for home and office-based work; supportive benefits (including health insurance); flextime and time-off arrangements that support healthy integration of work and life demands.

Position Summary

The purpose of the Immigration Specialist is to coordinate and support the organization's citizenship initiatives including our workshops and classes, manage DOJ cases, and provide legal referrals. They will be streamlining and integrating referrals for immigrants, coordinating N-400 workshops through screenings and day of workshop, registering and coordinating citizenship classes, taking cases as a Department of Justice (DOJ) accredited representative and other support services for our new immigrant neighbors.

Responsibilities

Citizenship services:

- Screen and register clients for the N-400 workshops and citizenship classes.
- Collaborate with partners to host workshops and lead classes.
- Coordinate logistics for the workshop and classes.
- Support finding volunteers for the workshop, classes, and private tutoring sessions.
- Lead classes when necessary.
- Collaborate with staff to promote events and resources available.
- Track and monitor data of program.

Legal services:

- Refer clients to legal services providers around all types of law that impact immigrants.
- Partner with legal service providers in the state.
- Department of Justice accredited representative cases.
- Collaborate with staff to promote events and resources available.
- Track and monitor data of program.

General Organization Support

- Work closely with legal providers in the state.
- Assist with clients who walk-in needing services.
- Participate in department and all-staff activities.
- Any other duties as assigned by COO.

Success Indicators

Success in this role is indicated by the following:

- Clients receive quality services and referrals.
- Clear communication with clients of diverse backgrounds and community partners.
- Program data is collected in an organized and meaningful way to report to stakeholders
- A positive attitude is displayed about the rights and opportunities for immigrants.
- Feelings of confidence and collegiality are fostered with colleagues, board members, volunteers, and other stakeholders.

Work Responsibilities & Requirements

- Works 3 days in the office, 1 day remote, and 1 hybrid day where you can be remote or in-person.
- Flexible working schedules, 8-hour shifts. Choose your start time between 8:00am-10:00am, and end time between 4:00pm -6:00pm.
- Some evening and weekend work is required (flex time available).
- Extensive administrative work on computer and phone.
- Any other duties and responsibilities assigned by CEO.
- A valid Indiana driver's license is required.

Required Qualifications & Skills

- Fluent in English.
- Fluent in one other language (Spanish preferred).
- High School Diploma required.
- 2 or more years of full-time work experience in any setting.
- Professional and clear communication skills.
- Authorized to work in the United States.
- Experience with Microsoft.

Preferred Qualifications

- DOJ accredited representative (partial or full).
- Certificates, Bachelors, and/or post-graduate education.
- Lived experience as an immigrant (in the U.S. or abroad), or a child of an immigrant.

This is an immediate opening, applications will be reviewed on a rolling basis.

Please email your resume, cover letter, and references to our COO, Christina Arrom Garza (carrom@immigrantwelcomecenter.org). Subject line should read: Applicant for Immigrant Specialist.