



The Immigrant Welcome Center

Job Description: Legal Natural Helper Specialist

Department: Programs - Legal

Status: Part-time, variable employee

Hours: Variable, not to exceed 19 hours per week.

Location: Hybrid (mutually agreed upon hours in office and hybrid)

Reports to: Immigration Specialist

Pay: \$20 hourly rate, not to exceed 125 hours between September-December 2026.

About IWC

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, build a sense of belonging, and have accessible resources so that all immigrants can thrive. IWC team members enjoy a collaborative, ambitious, mission-focused culture.

Position Summary

IWC will hire a Natural Helper Specialist for our Legal department. The purpose of this role is to register clients in our citizenship initiatives, including Citizenship Classes, Naturalization Clinics and more. Additionally, they will be responsible for outreach to clients and community partners, as well as volunteer management. This role will also support the Immigrant Specialist with legal referrals.

Responsibilities

Naturalization Clinic

- Promote the clinic by sharing flyers, attending events, and other strategic communication strategies.
- Complete assessment with clients to either register them for the clinic or refer them to an attorney.
- Assist with preparation of materials and day-of event tasks for the clinic.

Citizenship Classes

- Promote classes by sharing flyers, attending events, and other strategic communication strategies.
- Complete assessment with clients to either register them for the class or refer them to an English class.

Other

- Assist community members in connecting with the appropriate resource/service.
- Promote IWC through presentations, tabling events or other activities.
- Report your weekly activities to your supervisor during check-ins.

Key Success Performance Indicators

Success in this role is indicated by the following:

- 100% compliance with entering engagements with clients.
- Handles requests and assignments in a timely manner.
- Asks for help when unsure or stuck.
- Does not give any legal advice nor complete any forms for clients.



Work Responsibilities & Requirements

- Works from IWC office or community partner location identified.
- Extensive administrative work on computer and phone.
- Any other duties and responsibilities assigned by supervisor, COO, or CEO.

Required Qualifications & Skills

- Fluent and literate in English and another language, preferably Spanish.
- Professional and clear communication skills.
- Organized and able to submit online forms daily.
- Authorized to work in the United States.

Preferred Qualifications

- Additional certification or schooling beyond high school.
- Experience serving individuals through a professional or volunteer setting.
- Experience with case management and/or community engagement.

Benefits for PT/Variable Employees

- Hybrid work opportunities and flexible scheduling, based on role and organizational needs.
- Employee Assistance Program (EAP), available at no cost to employees and household members.
- Paid holidays for eligible regular part-time employees.
- Eligibility and terms may vary by position and employment status.

EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER: IWC is committed to promoting diversity, multiculturalism, and inclusion and is proud to be an equal opportunity employer. We recruit, employ, train, compensate, and promote without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, veteran status, or any category protected by law.

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

Please email us 1) why you want this role; 2) resume, and 3) two references to:

Help line (help@immigrantwelcomecenter.org) and Christina Arrom Garza
(carrom@immigrantwelcomecenter.org).

Subject line should read: Applicant for Legal Natural Helper Specialist.