



**POSITION:** Immigration Counselor

**STATUS:** Part-time

**CLASSIFICATION:** Exempt

**REPORTS TO:** New Americans Initiative Director

**MINIMUM PAY RATE:** Based on Experience

**POSITION SUMMARY:**

Under the guidance of the New Americans Initiative Director, the Immigration Counselor serves as the main point of contact for the program – providing intakes for clients and information regarding citizenship and immigration policies and procedures. The Immigration Counselor performs a variety of responsible administrative duties in support of day-to-day operations while providing comprehensive immigration legal and case management services.

**ESSENTIAL JOB DUTIES AND KEY RESPONSIBILITIES:**

- Attend trainings, conferences and other continuing education opportunities, and acquire experience to obtain DOJ partial accreditation, if not yet obtained
- Communicate intake process to immigrant community members seeking DACA and citizenship legal services with SCC
- Meet with clients and other professionals to discuss details of the case and provide advising of immigration regulations and documents requirements to clients and their families
- Maintain consistent communication with clients through individual appointments, phone calls, and/or e-mails
- Examine records, reports, or other documents to establish facts or detect discrepancies
- Prepare affidavits and other forms, such as legal correspondence, and organize and maintain documents in paper and electronic filing system
- Assemble, track, copy and send outgoing mail to United States Citizenship and Immigration Services (USCIS)
- Develop and foster partnerships with local, state, regional, and national agencies, community partnerships, and educational alliances
- Provide backup responsibilities in support of citizenship and immigration services as well as mentor and supervise student interns
- Coordinate, prepare and conduct public education and outreach to potential clients and stakeholders on immigration law and types of relief available

- Serve as the lead contact for program inquiries
- Participate collaboratively in community activities, networking, and outreach events
- Perform other duties as assigned or needed

**MINIMUM REQUIRED QUALIFICATIONS:**

- Bachelor's degree in business, legal studies, social work, behavioral science, or other related field
- Fluent in reading, writing and speaking in Spanish
- Two (2) years of experience
- Knowledge of modern office practices and procedures as well as operation and use of computer hardware, software and network systems including, MS Office suite, Word and Excel
- Demonstrated high quality interpersonal, written, and verbal communication skills
- Professional demeanor and ability to prioritize responsibilities and function effectively during stressful or busy periods
- High degree of cultural sensitivity and ability to work effectively with families from diverse racial, socio-economic, ethnic, faith and educational backgrounds

**WORK SCHEDULE:**

Monday–Friday; 9am–5pm

Evenings and weekends as needed