



JOB DESCRIPTION

POSITION TITLE: Immigration Counselor

REPORTING RELATIONSHIP: Senior Immigration Counselor

STATUS: PT for one year, continuation yearly upon approval of funding contract

WORLD RELIEF MINNESOTA:

Is a faith-based organization that in community with the local church, envisions the most vulnerable people transformed economically, socially, and spiritually. We work primarily with refugees being resettled in Minnesota.

PRIMARY PURPOSE OF THIS POSITION:

To provide quality immigration legal services to the Twin Cities refugee and immigrant communities.

DUTIES AND RESPONSIBILITIES:

- Work with clients to complete USCIS (United States Citizenship and Immigration Services) forms.
- Provide high-quality legal services through thorough client screening and application of in-depth understanding of immigration law to case-specific scenarios.
- Conduct green card workshops with collaborative partner organizations.
- Data entry and upkeep of files according to MN Department of Human Services' standards.
- Maintain department administrative databases.
- Mail applications and assist clients with case follow-up and responses to USCIS correspondence.
- Attend to walk-in clients and answer phone inquiries.
- Cultivate knowledge of changing US Immigration laws and policies through regular immigration legal training and research.
- Work collaboratively with Immigration Department and other World Relief colleagues.
- Other projects within the Immigration Department as needed.

KNOWLEDGE AND SKILLS REQUIRED:

- 4-year college degree or equivalent work experience.
- Able to speak, read, and write English fluently.
- Proficiency using computer applications for writing, record keeping, and research (particularly Microsoft Word and Microsoft Excel).
- Excellent people skills across class, religion, age, culture, and gender.
- Thorough and consistent attention to detail.
- High motivation level, self-starter, quick-learner, ability to work in a high-intensity environment.
- Compassion with people in crisis, patience with limited-English-speaking clients.
- Willingness to work toward BIA (Board of Immigration Appeals) accreditation.
- Licensed and insured driver with ability to use own vehicle for work at off-site partnership locations.
- Commitment to the mission of World Relief Minnesota.

KNOWLEDGE, SKILL, AND EXPERIENCE DESIRED:

- Work experience in social services.
- Multilingual capabilities.
- Previous experience with immigration legal services and/or previous accreditation with the BIA (Board of Immigration Appeals).

ADDITIONAL INFORMATION:

Part time 20 hours per week, regularly scheduled hours during World Relief Minnesota's business hours of Monday–Friday, 8:30 a.m. – 5:00 p.m. Availability to work full-days on Fridays during green card workshops at off-site partner organization is preferred but not required.

Requirements are representative of minimum levels of knowledge, skills and / or abilities. To perform this job successfully, the employee will possess the abilities or aptitude to perform each duty proficiently.

To apply, send employment application, along with resume, cover letter and references to Schelli Cronk, Human Resources Manager, at schelli@mnevangelicals.org. Employment application can be found at the Greater Minnesota Association of Evangelicals website: www.mnevangelicals.org.