

Job Title: Immigration Program Intern

Commitment: Spring 2012

Hours: 12 -25 hours/week

Hours are regularly-scheduled during World Relief Minnesota business hours (Mon-Fri 9-5); availability on Mondays is preferred, but not required

Compensation: This is an unpaid internship that can be done for credit or purely for experience.

World Relief Minnesota:

A Christian organization, working on behalf of, through, and with, local churches to assist refugees and immigrants to become self-sufficient, and to meet their physical, emotional, and spiritual needs. World Relief Minnesota (WR Minnesota) provides an array of direct services to immigrant families including case management, employment services, immigration services, and Refugee Cash Assistance, as contracted by the county and state governments. Since 1988 WR Minnesota has assisted more than 12,000 immigrants, helping nearly 5,000 refugees begin new lives in America. An internship at WR Minnesota is a great opportunity to enhance any study of political science, law, global and cross-cultural studies, anthropology, social work, conflict resolution and management, or similar fields. Gain cross-cultural experience working with refugees who have fled persecution and who come from all over the world to the U.S. for security and a chance to rebuild their lives.

Purpose of this Position:

The primary purpose of this position is to provide support to the immigration department administratively, assisting with case completion during and after immigration client appointments, contacting immigration clients regarding missing materials and case status updates, and mailing immigration client files. The Immigration Program Intern will also support the Affidavit of Relationship (AOR) Program within the Immigration Department. The AOR Program allows refugees in the United States to apply for reunification with their family members overseas. This program has been closed for refugees from Africa and Asia since spring 2008 due to high levels of fraud discovered within the program. The program is currently being reworked to include mandatory DNA testing and is slated to reopen sometime in 2011. The Immigration Program Intern will work with clients from East Africa and Asia, answering inquiries about the AOR Program and meeting with clients to file sponsorship paperwork if/when the program reopens.

Duties and Responsibilities:

1. Answer client phone calls and case inquiries.
2. Maintain immigration files by keeping case notes, photocopying applications, mailing, filing, and data entry.
3. See walk-in clients with simple requests (need information sheets, address changes, updating cases).
4. Screen sponsors for outstanding refugee travel loans.
5. Meet with clients to assist with the completion of AOR forms.
6. Other administrative projects within the Immigration Department as needed.

Qualifications:

- Comfortable working in a cross-cultural and faith-based environment.
- Excellent people skills across class, religion, culture, age, and gender.
- Patience and compassion with people.
- Ability to accommodate limited-English speaking clients.
- Computer skills: word processing, Excel spreadsheets, data base, and internet.
- Thorough attention to detail.
- Ability to follow both written and oral instructions; be able to work independently.
- Interest in refugees/immigrants, immigration law and policy social justice, and serving people in crisis.
- Commitment to learning.

To Apply:

Email Amber Kerrigan, Immigration Counselor, with your resume and cover letter: akerrigan@wr.org.