College Wesleyan Church

Making more and better disciples who transform the community and resource the Church.

Position Title	Immigrant Connection DOJ Legal Representative IN-TRAINING	Date Reviewed	08/04/2026
Position Description	Part-Time Hourly Worker: 16 Hours Weekly		
Position Supervisor	Outreach Pastor and IC Site Director		

Desired Start date:

Begin by January 1st, 2027, in keeping with the COIL course start date.

Job Purpose

College Wesleyan Church is committed to living out the biblical mandate to "Welcome the Stranger" (Lev. 19:34). Immigrant Connection (IC) at College Wesleyan Church is recognized by the Department of Justice to offer low-cost immigration legal services as part of the larger IC network of church-based legal clinics, whose mission is to ensure greater access to high-quality, low-cost immigration legal services across the United States.

The purpose of this temporary paid trainee position is to acquire the necessary training and accreditation to be hired by the Immigrant Connection site long-term as an accredited representative; a non-attorney who has demonstrated to the Department of Justice (DOJ) that they have enough education and experience in immigration law to provide immigration legal services under an approved nonprofit organization.

The general timeline is 6 months to complete the training and submit the application.
The trainee would then serve in the IC office as a secondary support staff member while waiting for government approval of the application to begin legal consultations.

Duties and responsibilities:

Training:

- Complete and pass the 8-week COIL (Comprehensive Overview of Immigration Law) Course through CLINIC (Catholic Legal Immigration Network, Inc.)
- Complete the TRAIL course through Immigrant Connection National
- Complete 1 week in-person training at the Logansport Immigrant Connection site.
- Complete all remaining requirements needed to apply for accreditation with the Department of Justice based on the recommendation of Immigrant Connection National.
- Submit application packet for partial accreditation to the Department of Justice.

Client Interaction:

- Maintain client records and use relevant case management software;
- Communicate with clients about the status of their applications and what steps may be next in the process;
- Attend ongoing trainings on immigration law and program management;
- Assist eligible clients regarding possible steps forward in the immigration legal process and what possibilities may be available to them based on their current legal status; and
- Manage client cases by gathering necessary documents, taking payments, scheduling any follow-ups, and mailing submissions.

Other Responsibilities:

- Attend regular meetings with IC Site Director to review learning and progress
- Engage in monthly reviews, reporting to the IC Director
- Work alongside volunteers, including church attenders and college students
- Assist in other CWC immigrant ministry outreach opportunities as assigned by the IC Director / Outreach Pastor

DOJ Requirements:

- Certificate of completion for formal immigration training as required by the DOJ
- Completion and documentation of practical training, such as in-person shadowing and virtual shadowing
- Updated Immigration Resume
- Two letters of recommendation
- Ongoing training and renewal as required by the DOJ
- Care and concern for foreign-born individuals and families, with a desire to serve cross-culturally
- English language required; Spanish language desired

Needed Traits and Gifts:

- Is a devoted follower of Christ
- Is a driven self-starter
- Has the ability to work well independently and within a team
- Has experience working one-on-one with people in a professional office environment
- Has experience working with various computer programs and has the capacity to learn new programs
- Has the ability to work with sensitive information requiring confidentiality:
- All client names and personal information
- During phone and email contact, and in the handling of files and records
- In office systems and procedures (filing, data entry, passwords, etc.)
- Has understanding and sensitivity to people of low-income and multi-cultural backgrounds
- Has knowledge and experience interacting with immigrants in the US
- English language is required; Additional Spanish language is highly desired

Physical requirements

Nature of work is primarily sedentary.