College Wesleyan Church

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

Position Title	Temporary Office Assistant | Immigrant Connection at College Wesleyan	**Date Reviewed**	08/04/2026
Position Description	Part-Time 16 Hours Weekly (Starting January 1st, for 3-6 months as available)		
Position Supervisor	Outreach Pastor and IC Site Director		

Job Purpose

CWC exists to make more and better disciples who transform the community and resource the Church. To that end, CWC 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 a part of a larger network of sites of church-based legal clinics, whose mission is to ensure greater access to high-quality, low-cost immigration legal services across the United States.

This position exists to temporarily fill the role of our current Immigrant Connection Office Assistant while they are on sabbatical. Note: Possible long term work may be available. We are actively seeking to expand the site by hiring a long term position DOJ Legal Representative IN-TRAINING. We recommend reviewing that position as a new DOJ Representative could also fill this role temporarily during the training and accreditation approval waiting period.

The Temporary IC Support Staff will assist the Site Director and DOJ Representatives in the daily administrative management of the site, helping provide holistic care for immigrants in our community.

Duties and Responsibilities

- Assist Department of Justice legal representatives with general office duties such as filing paperwork, making copies, taking phone calls and following up on voicemails, and shredding and disposing of sensitive documents/forms
- Assist in collecting fees related to legal services
- Assist in translating legal documents and serve as an interpreter as needed
- Assist in collecting documents from clients
- Assisting in collecting intakes for potential clients

Needed Traits and Gifts

- English language is required; Additional Spanish language is highly desired
- Is a devoted follower of Christ
- Is a driven self-starter
- Has the ability to work well independently
- Has experience working one-on-one with people dealing with personal information requiring confidentiality
- Has understanding and sensitivity to people of low-income and multi-cultural backgrounds.
- Has experience working with various computer programs and the internet, and has the capacity to learn new programs
- Has the ability to keep all information confidential, such as:

- 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.)

Other Responsibilities

- Attend a local church regularly (attending College Wesleyan Church is not required)
- Attend College Wesleyan Church staff meetings as needed
- Other outreach opportunities assigned by the IC Site Director / Outreach Pastor