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| Position title | Immigrant Connection Support Staff | Date Reviewed | 8/30/2022 |
| Position description | Part-Time 20 Hours Weekly ($19.25 an Hour) | | |
| Position supervisor | Outreach Pastor and Executive Site Director | | |

**Job Purpose**

College Wesleyan Church is committed to living out the biblical mandate to “Welcome the Stranger” (Lev.19:34). Immigrant Connection at College Wesleyan Church is recognized by the Department of Justice to offer low-cost immigration legal services. Immigrant Connection at College Wesleyan Church is 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 US.

**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 shred and dispose 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
* Assist in inputting data into immigration legal software
* Assist in preparing legal applications and drafting documents
* Assisting in collecting intakes for potential clients
* Assist in making connections with the international community in Grant County and surrounding areas

**Needed Traits and Gifts**

* 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
  + 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.)
* Is bilingual in both English and Spanish
* Has knowledge and experience interacting with immigrants in the US
* Has worked previously in a professional office environment

**Other Responsibilities**

* Attend a local church regularly (attending College Wesleyan Church is not required)
* Attend College Wesleyan Church staff meetings as needed
* Work alongside volunteers, in eluding church attenders and college students
* Other outreach opportunities assigned by the Outreach Pastor