



IRISH INTERNATIONAL IMMIGRANT CENTER

Immigration Legal Services Program Assistant

Description:

The Immigration Legal Services Program Assistant is a highly motivated professional with excellent communication, interpersonal, and organizational skills. He or she will support the Immigration Legal Services department's direct service to clients and will serve as the department's liaison with Haitian clients and community-based organizations. The Program Assistant must be fluent in Haitian Creole and have knowledge of Haitian culture. This is an entry-level position.

Responsibilities:

Organizational & Administrative Duties

- Provide general administrative support for the Immigration Legal Services department, including data entry and reporting
- Coordinate service to the Haitian community with community-based organizations
- Manage administration for the department's intake recording and case review process, including coordinating administrative interns' and volunteers' work
- Organize and manage community legal clinics for Haitian TPS renewal.
- Serve as departmental contact for Haitian clients accessing IIC's services.
- Provide interpretation and translation for Haitian Creole-speakers accessing IIC's legal services.
- Assist with client communication
- Maintain accurate, up-to-date files, statistics, and records on clients, cases, etc.
- Follow department protocols and applicable ethical standards, especially as related to confidentiality.
- Other tasks as required and directed by the Managing Attorney

Other Internal Duties:

- Provide statistical and other data and case examples for use in advocacy and fundraising activities.
- Help clients access other IIC services as necessary.
- Participate in departmental and agency-wide meetings, planning activities, trainings, events, etc.
- Support the IIC mission and the efforts of other IIC programs.
- Provide reports as required by the Managing Attorney.

**Qualifications:**

- A commitment to the overall mission of IIIC.
- Strong communication, presentation, and interpersonal skills.
- Organized individual with close attention to detail.
- Ability to quickly absorb, retain and synthesize information.
- Ability to problem-solve, take own initiative and think creatively.
- Ability to multi-task.
- Self motivated with the ability to work independently and within a team.
- Ability to handle confidential information with the highest level of discretion.
- Fluency in Haitian Creole and knowledge of Haitian culture
- Bachelor's degree preferred

Note: Employment-at-will rules apply.

About The Irish International Immigrant Center:

The Irish International Immigrant Center was established in 1989 by a group of Irish immigrants to meet the needs of a large Irish immigrant population in Massachusetts and surrounding areas. Over the years, the IIIC developed into a multi-service center and safe place for all immigrants to turn to for advice and support on legal, employment, housing and substance abuse issues. IIIC also runs cross-community, cross-border programs funded by International Fund for Ireland through our partners in Northern Ireland for young unemployed adults. The IIIC is recognized for its work in promoting civic engagement and bridging cultural and other divides. We work toward partnership and solidarity, building an integrated society in which all people are treated with respect and dignity and enjoy equal opportunities and protections. The IIIC strongly maintains its Irish roots and commitment to Irish immigrants and programs.

For more information on the Irish International Immigrant Center please see www.iicenter.org.

How to Apply: Please send a cover letter and resume to career@iicenter.org with "ILS Program Assistant" in the subject line.

Application Deadline: 5:00 pm on March 9, 2012

The Irish International Immigrant Center is committed to a policy of providing equal employment opportunities for all and will not discriminate on the basis of race, color, ethnic or national origin, creed or religion, gender, sexual orientation, marital status, age, veteran status, or physical or mental disability. We encourage applications from all those interested and qualified.