

**The Irish International Immigrant Center  
ILS Program Associate  
Job Description  
January 14, 2018**

**Reports to:** Associate Director of Legal Services

**Status:** Full-time

**SUMMARY:**

The Irish International Immigrant Center's Program Associate is a highly motivated individual with an interest in immigration and nationality law, and excellent communication, interpersonal, and organizational skills. Under the supervision of the IIC Associate Director of Legal Services, he or she coordinates the Center's Citizenship clinic and pro-se forms workshops.

**RESPONSIBILITIES:**

*Client Coordination*

- Oversee the IIC's weekly citizenship clinic, conducting new client intakes, assisting in assessing eligibility, and providing guidance to applicants for naturalization.
- Assist clients in preparing immigration forms through the IIC's twice-monthly Forms Workshops.
- Consult with the Assoc. Director of Legal Services and other colleagues on legal and case issues.
- Maintain accurate, up-to-date files, statistics, and records on clients and cases.
- Maintain professional and ethical standards in all legal activities, including interactions with clients, record keeping, and legal filings.
- Follow department protocol for cases.

*Administration and Record Keeping*

- Input data from client intakes and U.S. Government correspondence into on-line client database and support Assoc. Director of Legal Services in case review process.
- Open and close cases following office protocol.
- Provide data and reports to the Assoc. Director of Legal Services for use in fundraising and advocacy activities.
- Keep all pro se forms and citizenship materials up to date (intake, control sheets, mailing instructions, etc.)
- Maintain a high level of organization in handling client files and documents.

*Volunteer Coordination*

- Recruit, train and engage with volunteers and interns to staff the walk-in clinics, forms workshops, and to provide general administrative assistance.

*Other duties*

- Maintain up-to-date knowledge of immigration law and policy and attend immigration law trainings to increase knowledge
- Participate in IIC's advocacy efforts
- Participate in agency-wide meetings, operational tasks, planning activities, trainings, events
- Perform other tasks as required by the Assoc. Director of Legal Services

**QUALIFICATIONS:**

- Commitment to the overall mission and values of the IIC
- A team player with strong collaboration skills.
- Strong organizational skills, attention to detail, punctual and multi-tasking ability.
- Ability to problem-solve, take initiative, and think creatively.

- Great interpersonal and communication skills: friendly and helpful with a “can-do” attitude.
- Ability to work under pressure.
- Ability to handle confidential information with the highest level of discretion.
- Proficiency with Microsoft Word, Excel and database management.

**PREFERRED BUT NOT REQUIRED:**

- Admission to the bar of any state.
- Fluency in Spanish.

**ABOUT THE IRISH INTERNATIONAL IMMIGRANT CENTER**

The Irish International Immigrant Center (IIIC) was founded in 1989 by a group of immigrants committed to helping empower immigrants and refugees from more than 120 countries by providing the legal, educational and wellness support they need to build successful lives. Building on our Irish roots of welcoming others, social justice and human rights, we help 3000 newcomers annually find community, and we stand up for immigration policies that are humane and just. America is a nation of immigrants, and despite the current political climate, we are proud to continue the tradition of welcoming immigrants to this country and working together to create a better future for all. Our vision is of a shared society where all people are welcomed and valued and enjoy equal opportunities and protections. For more information on the Irish International Immigrant Center please see [www.iiicenter.org](http://www.iiicenter.org).

**WORKING AT THE IIIC**

Our staff of thirty bring enthusiasm and a commitment to our mission and to the work they do at the Center. We work – and sometimes play – as a team. Our generous benefits package includes 14 holidays, 20 vacation days and 5 sick days (pro-rated for part-time staff). Health benefits are offered to anyone working 20 hours per week or more. Health benefits and a matching 3% contribution toward a 403b plan are offered to anyone working 20 hours per week or more.

**How to Apply:** Please send a cover letter and resume to [career@iiicenter.org](mailto:career@iiicenter.org) with *ILS Program Associate* in the subject line.

The IIIC is committed to a policy of providing equal employment opportunities for all and does 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.