Spanish-English Bilingual Immigration Services Specialist

TITLE: Immigration Intern

DEPARTMENT: Immigration Services

Internship Summary:
The Bilingual Immigration Specialist is a volunteer position that is dedicated to Tacoma Community House’s mission of creating opportunities for immigrants and other community members in the Puget Sound region through comprehensive services focused on self-sufficiency, inclusion and advocacy. Interns integrate into the Immigration Services Team to provide administrative and client support while learning about the immigration system.

SPECIFIC DUTIES:
- Organize, update, and maintain client files with mandated information
- Assist in scheduling, preparing materials and conducting new participant intakes and orientations
- Provide program information and requirements to new participants
- Provide support to other staff as needed; contribute to the team effort
- Assist with planning and carrying out program activities such intake and eligibility screenings
- Shadow case manager and learn different immigration processes
- Represent TCH and the immigration Department at Cultural Fairs and Community Events
- Other duties as assigned

QUALIFICATIONS:

Skills:
- Bilingual in Spanish and English
- Excellent organizational and computer skills
- Demonstrated ability to work independently under tight deadlines
- Ability to work as a team member
- Ability to work with persons of various ethnicities and cultures

Experience:
- 1 year office experience preferred
- 1 year working in a client intensive environment preferred
- Some college

BENEFITS:
- Learn more in depth about the immigration law in the US
- Progress towards assisting case managers with cases and completing drafts of forms and intakes
- Participate in a successful program with other volunteers and staff
- Add to personal resumes and potential references

REPORTS TO: Immigration Services Manager