



CURRENT JOB OPENING

March 2019

IMMIGRATION COUNSELOR- BILINGUAL ENGLISH/SPANISH (40 hours per week)

Position Summary: Assists clients with petitions for immigration benefits; initiates and follows-through with immigration and citizenship procedures on behalf of clients and within the laws and regulations of the Immigration and Naturalization Services and translates documents requiring bilingual skills in English and Spanish.

Qualifications:

To perform this job successfully, an individual needs to have experience working with immigration matters and be fluent in both English and Spanish (verbal and written); be able to perform or have the ability to be trained to perform each essential duty satisfactorily.

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Some college required. Advanced education in a related field preferred; plus two years' relevant work experience. General knowledge of immigration services' procedures and regulations; Interviewing abilities; Excellent interpersonal and communications skills. Ability to effectively use computers, input data in database, respond to emails and manage electronic files in program. PC proficiency in Word and Excel and ability to learn new programs.

Ability to work under pressure, respond to emergency needs and demonstrate flexibility.

Please send resume to: Elena Schneider
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