

CATHOLIC CHARITIES OF ORANGE COUNTY
1820 E. 16th Street
Santa Ana, CA 92701

JOB OPENING –
Immigration Outreach Worker (20-32 HOURS PER WEEK)

Position Summary:

Schedule and represent Catholic Charities of Orange County at outreach events to promote awareness of CCOC services to process citizenship and other immigration applications. The outreach worker will schedule community outreach and education events and assist immigration department to organize application assistance workshops in the community and on site. The outreach worker will also perform other outreach activities as needed to promote the immigration department services. Weekends and evening work will be required, in addition to some local travel.

Qualifications:

AA Degree in a related field preferred plus two years' experience in the Immigration services field with knowledge of USCIS regulations.

Strong written and oral communication skills in English and Spanish

Department of Justice Accreditation preferred.

Computer literate with ability to input immigration applications, respond to emails and manage electronic files in program.

Interviewing and public relations skills to promote programs in the community.

Ability to work under pressure and respond to emergent needs.

In order to achieve our mission, those that work for our organization must have the willingness to learn and understand the teachings of the Roman Catholic Church so that the delivery of our services is consistent with those teachings.

Please send resume to Elena Schneider at eschneider@ccoc.org.