

## Bilingual Intake Volunteer

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### About ILCM

The mission of the Immigrant Law Center of Minnesota is to provide quality immigration legal services and law-related education to meet the steadily increasing needs of Minnesota's growing immigrant and refugee communities. We work to support a fair and just immigration process that keeps the American dream alive, embodies the rule of law, and strengthens families and communities across Minnesota. Our goals include remedying legal problems with immigration legal services, preventing legal problems with law-related education to immigrants and refugees, and encouraging immigration policies that are practical and compassionate.

**Salary:** Unpaid. Work-study or college credit may be arranged through your school.

**Application Deadline:** Open until filled.

### Primary Duties and Responsibilities:

The administrative volunteer will assist in the day-to-day operations of a nonprofit office. The volunteer will support the administrative team in the intake and eligibility screening of potential clients, the summary and evaluation of potential clients' immigration cases to prepare lawyers for consultations,\* the scheduling of consultations through the office's calendar system, and database entry of client information. Responsibilities include, but are not limited to:

- Answer and refer incoming calls.
- Collect initial data of potential clients during new client intake.
- Assist in managerial projects.
- Offer staff general office support.

Internship duties can be flexible, and efforts will be made to match the interests and skills of the intern to projects they find interesting and helpful to their studies.

### Terms of internship

Volunteer position will be 3-15 hours per week depending on volunteer's availability. Volunteers are expected to commit to 4 months at which time ILCM and the volunteer can discuss the possibility of extension. ILCM prioritizes long-term volunteers who gain skills and experience during their time at ILCM, enabling them to more fully contribute.

### Experience and Qualification Requirements

- Fluent in English and one of these three languages: **Spanish, Somali, Hmong**.
- Good organizational skills and interest in nonprofit administration.
- Cross-cultural communication skills.
- Must maintain confidentiality of client data.

### How to apply:

Send resume and cover letter to ILCM volunteer coordinator at:

[volunteer@ilcm.org](mailto:volunteer@ilcm.org)

**For more information about position duties and requirements**, please contact the Volunteer Coordinator at Immigrant Law Center of Minnesota, 450 N Syndicate St, Suite 200, St Paul, MN 55104  
651-641-1011

\*This position does **not** provide clients with advice or evaluations.