

Bilingual Office Administrative Volunteer

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 promote ILCM's capacity to serve its clients and to fulfill its mission.

Responsibilities include, but are not limited to:

- Answer and refer incoming calls.
- 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 5-10 hours per week depending on volunteer's availability. Volunteers are expected to commit to 3 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 Spanish
- Interest in nonprofit administration.
- Cross cultural communication skills.

How to apply:

Send resume and cover letter to ILCM volunteer coordinator at:

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