

Bilingual Volunteer- Worthington, MN

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 volunteer will assist in the day-to-day operations of a non-profit legal office located in Worthington, MN. Under the supervision of a staff attorney, the volunteer will support the office in the intake and eligibility screening of potential clients over the phone, 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. The volunteer may also assist in other projects, including writing letters, translation of legal documents, interpreting, community outreach, workshops, and data collection through client surveys. 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.

Impact of the Position:

Intake volunteers at ILCM are instrumental to the organization's health and make an immediate impact in the efficiency and effectiveness of the organization. A position that assists in client intake allows the office to filter callers who are ineligible for our services or who need to be referred to another organization and ensures that the majority of potential clients who receive a consultation with a lawyer are viable cases that will make good use of our lawyers' valuable time. This position supports staff in effectively carrying out our work for clients and community members.

Benefits to Volunteer:

- Hands-on administrative experience in a premier legal services non-profit
- Opportunity to use language skills and develop vocabulary
- Opportunity to interact directly with clients and help immigrant communities
- Develop an understanding of the U.S. immigration system and the need for low-cost immigration legal help

Terms of internship

Volunteer position will be 3-10 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 languages: **Spanish, Mam, Quiche, Burmese, Karen, Karenni, Anuak, or Tigrinya**
- Good organizational skills and interest in non-profit administration
- Must possess cross-cultural communication and interpersonal skills
- Must maintain confidentiality of client data – this position deals with extremely sensitive information

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

Phone: 651-641-1011

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