

Evaluation Specialist Volunteer Position – Saint Paul, 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. An Evaluation Specialist Volunteer would build and support organizational infrastructure through maintaining and developing critical evaluation systems in our three program areas: maintaining database and tracking systems for our many targeted direct legal service programs, building database and tracking systems for our education and outreach programs, and creating a framework for in-depth client post-surveys. The capacity to effectively track our work through efficient systems is essential to understand and adapt to community need, to fulfill reporting requirements, and to ensure organizational sustainability.

Salary: This is an unpaid volunteer position.

Application Deadline: Open until filled.

Duties and Responsibilities

- Maintain and enhance ILCM's legal program evaluation tools, and assist with quarterly reporting
- Support ILCM's education program evaluation and tracking systems, through the administration of pre- and post-surveys, and attendance tracking
- Implement in-depth client post-surveys, to better understand and communicate the long-term impact of services on ILCM's clients
- Prepare and analyze reports to share with ILCM staff
- Other duties as needed or assigned

Preferred Qualifications

- Undergraduate degree or equivalent work experience required
- Excellent written and verbal communication skills
- Exemplary attention to detail
- Strong organizational, analytical and problem-solving skills
- Excellent knowledge of Microsoft Excel, and enthusiasm for learning online case-tracking software
- Ability to solve problems creatively and thoroughly

Impact of the Position:

Volunteers at ILCM are instrumental to the organization's health and make an immediate impact in the efficiency and effectiveness of the organization. All staff and volunteers work together closely and the volunteer's role is vital to supporting the small administrative and development teams.

Benefits to Volunteer:

- Hands-on administrative experience in a premier legal services non-profit
- Opportunity to help immigrant and refugee communities
- Opportunity to learn about non-profit management and administration
- Develop an understanding of the U.S. immigration system and the need for low-cost immigration legal services

Terms of position

This volunteer position requires 10-15 hours per week.

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