

**Title:** Pro Bono Immigration Services Scam Prevention Volunteer

**Position Type:** Unpaid volunteer position. 10–15 hours per week commitment.

**Location:** Flexible work environment with hybrid & in-office options; may require in-person interactions based out of Twin Cities Metro Area.

**Introduction:** ILCM is launching a project to protect Minnesota immigrants from immigration services fraud — a serious problem in which people get scammed for no actual legal services, non-attorneys charge fees for immigration help they are not qualified to provide or provide incorrect or harmful assistance with immigration forms and applications. Victims may lose money, have their cases damaged, or face other serious consequences as a result.

This volunteer will work directly with Minnesota immigrants in two core ways: (1) helping those who have already been harmed make formal reports to law enforcement and government agencies, and (2) helping community members identify whether the person or organization they are considering hiring is a licensed attorney or a legitimate nonprofit or company authorized to provide immigration services. This is open to Minnesota residents only.

### **What's in it for you?**

- The opportunity to make an impact in the community by enhancing opportunities for immigrants and refugees in Minnesota and North Dakota.
- We believe in harmony with work-life. This role offers the flexibility to blend remote work with in-office collaboration.
- Students may be eligible for academic credit or external funding support; supervisor willing to assist.
- Supervised by a licensed attorney at ILCM.

### **Primary Responsibilities**

#### ***Scam Reporting Support***

- Serve as a primary point of contact for Minnesota immigrants who have experienced immigration services fraud.
- Conduct intake conversations with victims to gather detailed information about what happened.
- Help victims collect and organize supporting evidence, including documents, contracts, receipts, and communications.
- Under attorney supervision, assist victims in preparing and filing reports with relevant agencies, including local police departments, county offices, and the Minnesota Attorney General's Office.
- Follow up with victims and agencies to track the progress of reports.
- Maintain organized and confidential case records.

### **Scam Prevention and Community Education**

- Help community members verify whether a provider is a licensed attorney in good standing with the Minnesota State Bar or their respective State Bar.
- Assist individuals in identifying legitimate nonprofit organizations and accredited representatives authorized to provide immigration legal services.
- Provide general guidance on what constitutes unauthorized practice of immigration law and what warning signs to watch for.
- Support ILCM staff in developing resources to help community members protect themselves from fraud.
- Be available to support clients funneled through the MN Immigration Hub (see <https://www.lawhelpmn.org/minnesotas-immigration-legal-services-hub-initiative>)

### **Qualifications | Knowledge, Skills & Abilities**

- Fluency in English and at least one of the following languages: Spanish, Hmong, or Somali. Proficiency in other languages spoken by Minnesota immigrant communities (e.g., Amharic, Oromo, Karen) is also welcome.
- Strong interpersonal and communication skills; ability to work with individuals who may be in distressing or vulnerable situations.
- Excellent organizational skills and attention to detail.
- Ability to work independently, manage follow-up tasks, and keep accurate records across multiple cases.
- Interest in immigrant rights, consumer protection, or social justice.
- Ability to commit to the position for 6 months or longer is strongly preferred. Commitments of 2 months or less will generally not be considered.
- Must be available to serve Minnesota residents (remote and in-person).
- No specific educational background required; students and non-students are equally welcome to apply.

### **Application Submission:**

Please send a letter of interest or cover letter and resume to: [volunteer@ilcm.org](mailto:volunteer@ilcm.org). Open until filled.

In your cover letter, please describe:

- Your language proficiency (specify language and level).
- Your interest in immigrant rights, consumer protection, or fraud prevention.
- Your availability and expected length of commitment.
- Any other relevant information.

Qualified candidates will be contacted on a rolling basis for an initial screening call and will be offered more information on the rest of the process then.

***Not sure you meet all the qualifications? Let us decide! Research shows that members of under-represented groups tend to not apply to jobs when they think they may not meet every qualification, when,***

*in fact, they often do! We are committed to creating a diverse and inclusive environment and strongly encourage you to apply.*

To learn more about ILCM, please visit our website: <https://www.ilcm.org/>.

