

Naturalization Coordinator

Job posted by: Catholic Migration Services, Inc.

Created on: September 9, 2014

Status: Draft

Posting Status:

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Job description

Position Summary

CMS is a not-for-profit organization that provides free or low cost legal services to low-income Brooklyn and Queens Residents in immigration, housing, and employment matters. This position will focus on coordinating naturalization services. Maintaining and collecting data, as well as reviewing naturalization data for targeted goals. Work with immigration counselors, outreach specialist, and collaborating organizations to schedule outreach events. Point person for coordinating data and other matters with Brooklyn Public Library on USCIS grant. Run reports for grant reporting purposes. Represent CMS at outreach or other events. Provide and maintain information on events and Citizenship instruction to naturalization candidates.

Essential Duties and Responsibilities:

- Maintain naturalization program data electronically
- Coordinate with Brooklyn Public Library on the collection and maintenance of data
- Coordinate and participate in community outreach related to naturalization services
- Review naturalization client files to assure completeness
- Identify and report to Operations Manager any problems related to individual naturalization cases, systemic issues, data collection, software or other issues
- Participate in CMS related functions on evenings and weekends

Qualification:

- Immigration experience as a paralegal or counselor
- Eligible to become BIA accredited Representative
- College degree
- Excellent writing, communication and analytical skills
- Knowledge of the tenets of the Roman Catholic faith and the Catholic Church
- Computer proficiency
- Knowledge of spreadsheets
- Bilingual preferred

Catholic Migration Services is an equal opportunity, affirmative action employer.

Salary: Position subject to funding

Location

191 Joralemon Street, 4th Floor,
Brooklyn, NY, 11201, US

Details

Start date

September 9, 2014

Education requirements

4-year degree

Level of language proficiency

Bilingual preferred

Employment type

Full time

Professional level

Professional

Salary details

subject to funding

Job function

Immigration Services ,
Naturalization , Paralegal ,
Immigration Law , Legal

Owner's areas of focus

Housing and homelessness ,
Immigration , Legal assistance

How to apply

Interested applicants should send a resume by 9/15, 2014 to rmccreanor@catholicmigration.org. Please include "Naturalization Coordinator" in the subject of the email.

