



JOB ANNOUNCEMENT

NATURALIZATION COORDINATOR - IMMIGRATION UNIT

Catholic Migration Services (“CMS”), a nonprofit provider of legal services for low- and moderate-income residents of Queens and Brooklyn, is seeking a full-time Naturalization Coordinator for our Immigration Unit. CMS’ Naturalization Program annually assists approximately 500 lawful permanent residents apply for citizenship before United States Citizenship and Immigration Services (“USCIS”). The Naturalization Coordinator will coordinate the program’s activities and events, provide direct representation to clients under supervision of an attorney, and coordinate and assist in supervising the work of volunteers.

The position is a full-time position and is categorized as “non-exempt” for purposes of the Fair Labor Standards Act. The position is primarily based in our Brooklyn office, but the Naturalization Coordinator will be expected to work in both our Queens and Brooklyn offices, and may be required to travel to other worksites within New York City. At this time, due to COVID-19, CMS is working mostly remotely - the Naturalization Coordinator’s work will also be performed in this manner until it is safer to return to in-person work. The Naturalization Coordinator is supervised by, and works in collaboration with, the Supervising Attorney for Naturalization.

Primary Duties and Responsibilities:

- Coordinates process for intakes for all clients seeking to naturalize.
- Plans naturalization workshops including in-person and virtual venues, staffing, outreach, materials, hotline management and day-of logistics.
- Develops and maintains partnerships with law firms and other non-profit organizations to plan and staff virtual and in-person workshops with volunteers.
- Helps train and supervise volunteers, including supervision at naturalization workshops.
- In partnership with the Supervising Attorney for Naturalization, helps train and supervise service corps volunteers working in the naturalization program, including review of applications prepared by volunteers.
- Coordinates meetings of the Naturalization Team.
- Participates in bi-monthly program review meetings with the Supervising Attorney for Naturalization and the Immigration Unit’s Managing Attorney.
- Provides direct N-400 naturalization application assistance, including ancillary forms like N-648s, oath waivers, and N-336 appeals, as well as other affirmative matters, such as N600s and I-90s.
- Represents clients at USCIS interviews and responds to RFEs.
- Monitors compliance with CMS grant obligations and reports to funders on our naturalization work.

- Participates in activities required by naturalization funders, such as meetings and conferences.
- Maintains organized and up-to-date files and database of clients, including clients obtaining services both at workshops and through appointments. Runs database reports when needed.
- Participates in CMS functions, including on evenings and weekends.

The Naturalization Coordinator is required to obtain partial accreditation from the U.S. Department of Justice (DOJ) as soon as possible after beginning employment in order to provide direct representation to clients on naturalization and related matters. CMS has agency accreditation from the DOJ and will support the Naturalization Coordinator in obtaining accreditation.

Qualifications:

- Bachelor's degree required;
- Prior or related immigration experience preferred;
- Demonstrated commitment to public interest and social justice work;
- Excellent written and oral communication skills;
- Fluency in written and oral Haitian Kreyol or Spanish is preferred but fluency in other languages will be considered.
- Ability to multitask effectively and work well under pressure while adhering to deadlines;
- Experience in overseeing large projects;
- Ability to coach and build leadership among volunteers and staff;
- Ability to communicate effectively and sensitively with people from various cultures, backgrounds and experiences;
- Excellent organizational and time-management skills;
- Basic computer skills; and
- Demonstrated ability to take initiative and work independently as well as part of a team.

Diversity and Non-Discrimination Policy:

Catholic Migration Services values workplace diversity and welcomes applicants and employees of all backgrounds. Catholic Migration Services makes all employment decisions without regard to any applicant's or employee's protected characteristics, including their race, religion, color, national origin, immigration status, age, disability, sexual orientation, gender identity, arrest conviction record, or marital status.

Bargaining Unit Position

This is a bargaining unit position represented for collective bargaining purposes by the Association of Legal Aid Attorneys, UAW, Local 2325.

Application Instructions:

Applications will be accepted immediately and will be considered on a rolling basis. Interested applicants should send a cover letter, resume, list of two professional references and a writing sample to: David Colodny, Director of Legal Services at dcolodny@catholicmigration.org. Please include "Naturalization Coordinator" in the subject line.